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"Public Records"—Who Knows What They Are?

By OLIVER W. HOLMES *

National Archives

OUR Society of American Archivists, now almost a quarter-century old, is privileged to meet for the first time, thanks to our worthy hosts, in this city of rich historical tradition — the birthplace and early home of our national Government, the city where the two great cornerstone documents of our democracy were drafted and where our first public records as a nation were created.

This meeting also, I must remind you, marks an important archival anniversary, for, just three days from now, on October 10, exactly a quarter-century will have passed since the first Archivist of the United States was appointed and the National Archives began its existence as a working organization with its new building almost ready to receive the records created by our nation in the 160 years since the first Continental Congress met here in Philadelphia. I do not know how we allowed this anniversary to creep up on us without elaborate plans for its celebration. I have no thought of trying to make up for this omission, but I hope the theme I have chosen to explore with you in a way ties together place and occasion.

The term "public records" expresses a concept central to archival work in all English-speaking countries. Because the term is limited in its usage to these same countries, its history, fortunately, is to be found wholly within the English language. I shall leave to one side the closely related term "archives," with its much longer history and wider international usage, and shall hope that someone else will wrestle with that term at a time not too far in the future. The fact that we can ignore it almost completely seems to demonstrate that in the English language the word "archives" has never really been at home. It has no place in the legal language of Britain, where it might be expected to be prominent. It was practically never used in everyday speech and writing, and, indeed, was little used even by

* Presidential address at the annual meeting of the Society of American Archivists, Philadelphia, Pa., Oct. 7, 1959. Dr. Holmes is Chief Archivist of the Natural Resources Records Division, National Archives. He has contributed many other valuable articles to this journal.

literary men before historians and archivists brought it forward in nineteenth-century writings. I cannot say whether this was only a sort of professional affectation on their part in the main or whether the term "archives" really became needed for the first time in the language because of the increasing ambiguity of the term "public records," but I suggest the latter interpretation as a possibility.

If some of you who are in charge of manuscript accumulations of private nature feel that a discussion of public records may not concern you directly, I suggest that in all logic what is not public is private. Neither one can be defined until the other can be confined. Actually, most institutions, whether called manuscript depositories or archives, in our country and in others, have both public and private records in custody, and it seems desirable for a number of reasons to know which is which. What is public plus what is private presumably make up a whole, and I would emphasize that it is this whole which our Society, I believe, was established to protect and for which it should properly feel itself responsible.

Is there a sharp, clearly recognizable boundary between public and private? Is there overlapping between the two? Must we recognize a shaded area, a sort of quasi-land? If, for example, quasi-public corporations really exist, they presumably create quasi-public records. Is this matter so important as to call for a boundary survey, or study by a joint commission, or do we seem to make too much of it? Within the Society, if it tends to divide us, we are making too much of it for the reason that the whole is our province. If we seek mainly to understand it, we can hardly overemphasize its importance both in theory and in practice.

The matter is, in my opinion, of great practical importance for a number of reasons. Administrative heads of Government agencies and agency records personnel who serve them must know the boundaries of the public records for which they are held responsible. These records are subject to certain laws. Public records, for example, can be disposed of only through following procedure established by law. Others presumably can be chucked into the waste basket, abandoned, taken home, given away, or left to the janitor. Severe criminal penalties usually exist for the official who mutilates, defaces, alters, or withholds and suppresses public records in his custody, or for the private person who, having access to public records, similarly treats them. Neither is likely to be judged guilty unless he knew them to be public records. Similarly, in connection with efforts to replevin public records that somehow have escaped from public custody, uncertainty exists on both sides because of conflicting views

and definitions of public records. Definition of the term is basic in the whole issue of the people's access to public records for public or private purposes, an issue being vigorously pressed in the current "right to know" movement. Finally, because public records traditionally have a sort of special status as evidence, there is the question of which can be certified and accepted as such in courts of law. The archivist, when he inherits custody from the administrator, inherits also all these practical questions of boundary. It is not too much to say that in all of these areas at present there is doubt and confusion; and there are growing demands for clarification that already in both the Federal Government and in some States have expressed themselves in demands for positive statutory legislation.[1]

What will be the role of record managers, archivists, and manuscript custodians in this situation? Are we as confused as all the others? Shall we be unable to contribute because we are unable to settle these questions among ourselves and, instead, separate into different camps? Is this a cornerstone concept of our profession that can be established as a surveyor establishes a cornerstone, from which other surveys may be extended in confidence? Or is it a shifting concept? Is it possibly a term that means different things to different people? Is it perhaps a term that is being made to serve too many different purposes? In guiding and advising the administrator, and occasionally the legislator, what do we say "public records" are? Do we know? If not, who does?

It may be appropriate in considering this term that we recall

[1] Much of the present pressure for clarification comes from those supporting "freedom of information" or so-called "right to know" legislation, which aims to broaden the right of access by citizens to government records of all kinds by broadening the definition of "public records." This assumes that the adjective "public" will be interpreted as *open* to the public as well as *owned* by the public. See books by two well-known leaders in this movement: Harold L. Cross, *The People's Right to Know; Legal Access to Public Records and Proceedings* (New York, 1953), and James R. Wiggins, *Freedom or Secrecy* (New York, 1956), and Cross' "Cumulative Supplement #1" to his book, recently published by the American Society of Newspaper Editors. The latter society's "Freedom of Information Committee" reports, published regularly in its annual *Problems of Journalism,* offer a convenient source for keeping up with activities and legislation in this area. See also Albert G. Pickerell, "Secrecy and the Access to Administrative Records," in *California Law Review,* 44:305-320 (1956). This movement has met with considerable success on the State level. On the Federal level, the extensive hearings of the special House subcommittee under the chairmanship of Rep. John E. Moss of California, continuing since 1955, have attracted much attention and were responsible for the passing of Public Law 619 of the 85th Congress, approved August 12, 1958, amending the so-called housekeeping statute of 1789 to prohibit its use and citation as authority for withholding records from the public. Archivists have tended to remain on the sidelines in this battle, although obviously they are caught squarely in the middle between opposing forces and opposing interpretations.

Alice's encounter with a certain self-satisfied individual sitting on a wall.

"When *I* use a word," Humpty Dumpty said in rather a scornful tone, "it means just what I choose it to mean — neither more nor less."

"The question is," said Alice, "whether you *can* make words mean so many different things."

"The question is," said Humpty Dumpty, "which is to be master — that's all." [2]

"The question is," I am tempted to reply, since Alice was too modest, "whether we can be wholly masters of words that come down to us freighted with meanings from the past and that have had direction and force of their own for centuries." Such words can trip us up; can even, I suspect, trip up a profession. Let us be sure we are not, like the pompous Humpty Dumpty, heading for a great fall.

Our practical friend may observe at this point that we are becoming unduly excited. "Why don't you start by looking at your statutes? For the practicing government archivist, it should be very simple. Public records are what the laws of his government say they are." He is right, of course. The archivist should be well aware of these laws and respect them; and one of his duties and responsibilities is to teach others to respect them. Every new recruit to the profession, obviously, should be taught the legal definitions as soon as he enters on duty.

But what legal definitions? A quick survey of our State legislation reveals (1) that few States have what might be called general statutes defining public records, (2) that these statutes, where they do exist, are indeed so general that extensive interpretation is needed to give them practical effect, and (3) that there is considerable disagreement among them, a situation disconcerting to anyone who believes that public records would, or should, be about the same in all the States.[3]

Massachusetts has the most often copied definition, adopted in 1897 when that State was in the vanguard in matters archival, in-

[2] This well-known quotation will be found in *Through the Looking Glass,* ch. 6.

[3] A more careful analysis is needed than was possible for this paper, although I am sure the generalizations would not be altered. Even with State laws and codes conveniently available on open shelves, as in the Law Division of the Library of Congress, such analysis is time-consuming, nor was it possible to follow the laws of recent sessions in all States right up to date. The survey of definitions of "public records" in State legislation in appendixes 2 and 3 of Cross, *The People's Right to Know,* was most helpful and suggestive as a starting point. It ignores some definitions not relating to the problem of access, but it is a worthy example of the broader study that archivists should make for themselves.

cluding legislation. This law states that in construing all statutes, unless a contrary intention clearly appears,

> "Public records" shall mean any written or printed book or paper, any map or plan of the commonwealth, or of any county, district, city or town which is the property thereof and in or on which an entry has been made or is required to be made by law, or which any officer or employee of the commonwealth or of a county, district, city or town, has received or is required to receive for filing. . . .[4]

The words "the property thereof" give the impression that in this definition public ownership was conceived to be a consideration in determining what public records were. Farther along in the 1897 act, however, is a paragraph stating that this definition is not to apply to the records of the General Court or to declarations, affidavits, and other papers filed by claimants in the office of the commissioner of State aid and pensions. Surely these latter if not public records were still not private records. The law does not tell us what we may call them. It appears, though, that in making these exceptions, the legislature had reverted to the idea that public records could be only those open to consultation by the public. Here we have a confusion of concepts in the same law — a persistent confusion in the statutes of other States, leading at times to unintended results.

New Jersey, Delaware, Maryland, Texas, and Kansas have definitions so similar to that of Massachusetts as to indicate a common origin. Delaware has added the word "document" to books, papers, and maps.[5] The Kansas law, dating from about 1945, reflects its modernity by expanding the catalog to include "documents, correspondence, papers, maps, drawings, charts, indexes, plans, memoranda, sound recordings, motion pictures or other photographic records," and modifies the whole by adding a new phrase, "originals or copies." [6] No one worried about copies until the second quarter of the twentieth century. Texas, not to be outdone by Kansas, added to the lengthening list "newspapers" and "magazines," [7] and one suspects that this attempt to define records by cataloging them is getting somewhat out of hand.

[4] Pt. I, title 1, ch. 4, sec. 7 of *Annotated Laws of Massachusetts* (vol. 1, recompiled, 1953) and amendments noted in 1958 supplement to the recompiled volumes.

[5] Title 29, ch. 33, par. 3327(d) of *Delaware Code Annotated* (1953).

[6] ". . . which are the property of any department, officer, board, commission or agency of the state." Ch. 74, art. 35, par. 3501 of *General Statutes of Kansas Annotated, 1949* (Franklin Corrick, comp., Topeka, 1950).

[7] Art. 5441a(2) of *Vernon's Texas Civil Statutes Annotated* (vol. 16, 1958 ed.). This article, passed in 1947, established the Records Administration Division of the Texas Library and Historical Commission.

One is ready to commend the simple wording of the North Carolina statute:

> Public records comprise all written or printed books, papers, letters, documents and maps made and received in pursuance of law by the public officers of the State and its counties, municipalities and other subdivisions of government in the transaction of the public business.[8]

The phrase "made and received in pursuance of law," if strictly interpreted, could be a disconcerting provision and unduly restrictive, but the North Carolina archivists can be trusted, if left to themselves, to take a broad point of view. Maryland, however, comes right out with stronger restrictive language in her definition — "which is required by law to be preserved, filed, or recorded." There could be a vast quantity of records in the custody of Maryland agencies that are not "public records" if this is the test.[9]

Five western States — California, Idaho, Montana, Oregon, and Utah — have a very different definition, which seems to have originated with Oregon in 1862. The term "public writings" rather than "public records" is used. Writings are of two kinds, "public" and "private," say all these laws; and "public writings" are divided into two categories: (1) "the written acts or records of the acts of the sovereign authority, of official bodies and tribunals, and of public officers, legislative, judicial, and executive, whether of this state, of the United States, of a sister state, or of a foreign country," and (2) "public records kept in this state of private writings." Thus we still have "public records" in the definition, whatever "public records kept . . . of private writings" may be. It turns out on further examination that they are documents of private origin that are received and recorded or filed in public offices, as in offices of registers of deeds or in the courts.[10] An archivist would have to study the origin, spread, and judicial interpretations of these definitions before they would be entirely intelligible to him, and it is doubtful that they would contribute to clarification of his custodial

[8] Ch. 132, par. 1 of *General Statutes of North Carolina,* vol. 3B (1958 Replacement Volume), p. 344.

[9] Art. 54, sec. 50, *Annotated Code of Maryland* (1957 ed.).

[10] These laws can be most conveniently compared in Cross, *op. cit.,* appendix 2, p. 328-329 and 334-336. Also see his discussion, p. 39. Some study by an archivist of the origin and interpretation of these laws might prove rewarding. They excite interest because of their prior origin and complete divorce from later definitions arising in the East. Also why "writings" rather than "records," and has use of "writings" altered the judicial interpretation significantly? This definition appears to have originated in the "Code of Civil Procedure" that was submitted to the Oregon Assembly in 1862 by a commission headed by Matthew P. Deady. The Code was passed with few changes, Oct. 11, 1862, and was published in *The Organic and Other General Laws of Oregon . . . 1845-1864* (Portland, 1866), p. 134-440.

responsibilities. They were probably written by lawyers in connection with the admission of writings in evidence and long before an archivist was abroad in those lands.

Probably the most carefully considered and most interesting of all definitions and in many ways the best — certainly it deserves to be studied by all States considering legislation in this field — is that appearing in the Louisiana Public Records Act of 1940. Section 1 states:

> That all records, writings, accounts, letters and letter books, maps, drawings, memoranda and papers, and all copies or duplicates thereof, and all photographs or other similar reproductions of the same, having been used, being in use, or prepared for the use in the conduct, transaction or performance of any business, transaction, work, duty or function, conducted, transacted or performed by or under the authority of the Constitution or the laws of the State of Louisiana, or the ordinances or mandates or orders of any municipal or parish government or officer, or any board or commission or office established or set up by the Constitution or the laws of the State of Louisiana, or concerning or relating to the receipt or payment of any money received or paid by or under the authority of the Constitution or the laws of the State of Louisiana, be and the same are hereby declared to be public records, subject to the provisions of this Act, except as hereinafter provided.[11]

The exceptions, stated in sections 2 and 3, are that (1) records relating to matters under investigation by or under the authority of the legislature are not to be considered public records until "such case, cause, charge or investigation has been finally disposed of," and (2) records held by any sheriff, district attorney, police officer, or investigating agency of the State as evidence for prosecution in a criminal action are not public records "until after such public records have been used in open court or the criminal charge has been finally disposed of." We thus have an example of an otherwise admirable act betraying confusion when confronted with the issue of what public records are to be open to the public and stating, in effect, in section 3 that certain public records are not public records.[12] This idea that records do not become "public records" until the transactions are terminated, which is frequently encountered in common law definitions, I have not seen expressed elsewhere in statute law.[13]

[11] The act of 1940 plus amendments in 1942 and 1946 was reenacted as Title 44, secs. 1-39, *Louisiana Revised Statutes*. The entire act deserves close study.

[12] *Ibid.*, secs. 2 and 3.

[13] Also deserving of notice is the most recent definition of "records," which is to be found in sec. 149.40 of an act approved July 18, 1959, making the Ohio Historical Society the archives administration authority for that State. This reads: "Any . . . document, device, or item created or received by or coming under the jurisdiction of

Our few general definitions, so-called, thus sometimes turn out to be not so general as pretended. More frequently the definitions, although still general in language, are found in laws for special purposes, for example, establishing a records commission, controlling disposal of records, or governing access to them. These definitions are usually, by such language as "in construing the provisions of this section," limited in application to the acts in which they appear, or the courts are likely so to interpret them if such language is lacking. Some States have several different definitions in different acts for different purposes.[14] Needless to say these definitions often have little in common, but the confusion is confounded when a State copies unthinkingly for one purpose a definition used in another State for a different purpose.

That archivists have had anything to say about these definitions except in acts establishing historical or archival agencies or in records disposal legislation is not evident. In his presidential address to this Society 21 years ago, A. L. Newsome made a memorable plea for uniform State archival legislation, including a clear definition of public records. He spoke then of legal definitions that had been attempted in 15 States, with emphasis on the "attempted." I cannot see that there has been much improvement since then or that the "Proposed Uniform State Records Act," which a committee of this Society framed in 1939, has had any real influence. I would suggest in any case that the committee's definition of public records, and indeed the whole act, now require a good deal of restudy.[15]

any public office of the State or its political subdivisions which serves to document the organization, functions, policies, or other activities of the office, or which contains historical information, is a record within the meaning of sections 149.31 to 149.42, inclusive, of the Revised Code. When such records are of long term or permanent administrative, legal, fiscal, or historical value they shall be deemed to be archives within the meaning of these sections." This is the first statute that has come to my attention that defines "archives" as that part of the official records that has long term or permanent value. I am indebted to Bruce Harding, Ohio State Archivist, for a copy of this act, which becomes effective Oct. 19, 1959.

[14] Idaho, for example, follows the Oregon definition of "public writings" in that part of its code dealing with evidence (Title 9, par. 311), and follows the Massachusetts type of definition in another part (sec. 67-2031). The latter, however, is only "as used in this act," which is an act passed in 1941 giving the State Board of Examiners duties relating to the custody and disposal of public records.

[15] Albert Ray Newsome, "Uniform State Archival Legislation," in *American Archivist*, 2:1-16 (Jan. 1939). Newsome was chairman of the Society's committee, which reported its draft act at the Annapolis meeting of the Society in the fall of 1939. It was accepted by the Society and referred to the National Conference of Commissioners on Uniform State Laws. The draft act was printed in *American Archivist*, 3:107-115 (Apr. 1940). Sec. 1 suggests the following definition: "Public records comprise all written or printed books, papers, letters, documents, maps, and plans and all motion pictures, other photographs, sound recordings, and other records, in whatsoever form, made or received in

When one cannot find a definition adequate for all purposes, he is led to speculate whether a definition would be really desirable or, in fact, really possible. One begins to understand and appreciate a certain reluctance that exists to legislate in the field of generalities, and the resistance of the legal profession to such legislation. Is the concept of public records so general in nature that attempts at positive statutory definition would be not only inadequate but possibly harmful? Is it a concept better left to judicial interpretation so that it can be applied more flexibly in the light of the specific circumstances of the case?

Our knowing legal friend says we are now on the right path. How did the States get along until the twentieth century, and the Federal Government too?[16] How do a majority of the States with no definition of "public records" still get along? It is because the term "public records" has been known to the law for hundreds of years. Its origin goes back into the remote origins of the common law of England. Archivists may want a definition, but lawyers and judges need none. By turning to their voluminous *Reports* they can find cases aplenty in which great legal minds of other years have defined "public records." Not only are these precedents drawn upon in States where no statutory definitions exist, but they color the construction of the statutory law, warping it at times to such an extent as to modify and even nullify legislative intent. And, if a statutory definition exists only in some law governing disposal, for instance, the common-law precedents would still govern for all other purposes. Positive law may be a starting place in searching for definitions, but it does not carry one far in an area where the com-

pursuance of state law or in connection with the transaction of public business by an agency of the state and preserved or required to be preserved by that agency for record purposes. The body of public records accumulated by an agency of the state and preserved in official custody by that agency or its legal successor constitute the archives of that agency." This definition directly influenced the definition of "public records" adopted in the Federal disposal act of 1943. Also compare the North Carolina definition cited above, which Newsome probably wrote or certainly influenced.

[16] The first definition of "records" in Federal statutes was that in the Federal disposal act of 1943 (57 *Stat.* 380). It is impractical in this paper to go into the whole area of administrative rules and regulations relating to records, some of which attempted definitions. The most important of these in recent years is in the *Attorney General's Manual on the Administrative Procedure Act,* 1947, p. 24-25. The term used in the act under the head "Public Records" (sec. 3c) is "matters of official record." The interpretation to be given this section according to the Attorney General's manual follows the precedents set by court decisions defining "public records" that will be described in the next few pages of this article. The manual states, for instance: "The great mass of material relating to the internal operation of an agency is not a matter of official record. For example, intra-agency memoranda and reports of investigations are, in general, not matters of official record."

mon law has controlled so long and so completely. Ask the judges. Go to their decisions.

This is not an easy assignment for the archivist. Beginning with the standard multivolumed legal compendiums like *Corpus Juris, Corpus Juris Secundum, American Jurisprudence,* and *Words and Phrases,* and their supplements, he is soon immersed in page after page of definitions as embodied in decisions of yesteryear. If, bewildered by the seeming conflicts (for one decision seems often to be just the opposite of another), he feels the need of more understanding of the background circumstances in specific cases, he must consult the reports of the cases themselves. He finds himself now in a vaster wonderland. How many cases there were in these tens of thousands of volumes of *Reports* that involved in one way or another the definition of public records — in more aspects than he ever knew existed! He shudders to think what would be involved were he to consult the original case records themselves, yet he wonders at the accuracy of the reporters' neat summaries, especially if he has himself had court experience with some case that involved the concept of public records under circumstances so complex that he was not sure the points were understood by even the principals and their lawyers or the judge. It would be good training and sobering training for any young archivist to spend some time on such research.

Like most lawyers working on a case, I moved as rapidly as possible through this wilderness, having in mind the deadline set by this occasion. I remained long enough to become thoroughly confused, and to wonder why we ever really entrusted important legal matters to lawyers or risked judges' decisions. As I pondered these decisions further, however, they began at last to fall into a sort of pattern, which at risk of oversimplification I shall try to present.

As far as I went, I found no decisions wherein "public records" were defined simply as records belonging to the public in the same sense as public lands, public roads, public parks — as a part of the public property, as it were. This concept, so natural to archivists who think of themselves as the custodians of this rather special kind of public property, seems hardly to have caught the law's attention. Judicial interpretations appear always to be more limited and restricted. These narrower concepts can be classified. At least four groupings loom large.

A first category is represented in the following judicial language, often encountered with minor variations, but here quoted from a 1922 decision of the Supreme Court of Florida:

A public record is a written memorial, made by a public officer authorized to make it. It is required by law to be kept, or necessary to be kept, in the discharge of a duty imposed by law, or directed by law to serve as a written memorial of something written, said or done.[17]

So widespread is this language that it must be rooted in very ancient precedents. It seems to apply only to records created in an office by public officials and to ignore completely all papers or documents received in an office from the outside. This concept leads to decisions such as this:

Reports of private individuals to government officials, even pursuant to statute, correspondence of officials in matters relating to private affairs of citizens, although in connection with public business and memoranda of public officers for their own convenience are not public documents or records, unless made so by statute; not every document on file with a public officer or every memorandum made by an officer being a public document.[18]

Or, to quote from another decision:

A public record is a written memorial made by a public officer, which he must be authorized by law to make, and copies of letters written by a forest supervisor, a memorandum made by the district ranger in connection with an application for grazing permit, and a copy of a notice to the applicant are not public records, but merely incidental to the administration of the affairs of the office.[19]

There is a second line of definitions within this same first category that is a step broader. It is well expressed in a frequently cited California case, where the judge wrote:

A written record of transactions of a public officer in his office, which is a convenient and appropriate method of discharging his duties, and is kept by him as such, whether required by express provision of law or not, is admissible as a "public record." [20]

This view is amplified in the language of a 1947 Wisconsin Supreme Court decision wherein it is stated:

It is the rule independently of statute that public records include not only papers specifically required to be kept by a public officer but all written memorials made by a public officer within his authority where such writings constitute

[17] *Amos* v. *Gunn,* 84 Fla. 285 (or 94 So. 615); also *Robinson* v. *Fishback,* 175 Ind. 132 (or 93 N. E. 666).

[18] *People ex. rel. Stenstrom* v. *Harnett,* 226 N. Y. S. 338 and 341 (or 131 Misc. 75).

[19] *Steiner* v. *McMillan* (Supreme Court of Montana, 1921), 59 Mont. 30 (or 195 Pac. 836-7); also *Larson* v. *Clough,* 55 N. D. 634 (or 214 N. W. 904-5).

[20] *People* v. *Purcell,* 22 Cal. App. 2d. 126 (or 70 Pac. 2d, 706-8); also *State* v. *Ewert,* 52 S. D. 619 (or 219 N. W. 817).

a convenient, appropriate, or customary method of discharging the duties of office.[21]

In these modern days when statutes are no longer so specific as in earlier days about just what records must be kept in a given area of administration, it would seem that this broader view must gain ground. That it is doing so is merely an unverified impression. Most of these definitions were pronounced in cases involving the admissibility of documents as "public records," the latter, of course, having a special legal standing as evidence.

A second category of restrictive definition, probably second too in the frequency with which it is encountered, is that which restricts the meaning of "public records" to those that are open generally to public inspection and use. In the words of one judge who wrote simpler English than some of his colleagues, "A record is not a public one unless it can be inspected by any person interested." [22] On this basis the records of the New York City police department were adjudged not to be "public records," inasmuch as records of "the police and law departments" were specifically excepted in the paragraph of the City Charter of 1936 that opened the city's records generally to public inspection.[23] On this basis also, other records closed by statute, or even by regulations authorized by statute, would not be considered "public records." Unless there is some question as to the boundary set by the statute these cases would not get into court for interpretation, but governmental records deemed not "public records" by this definition would be, of course, large in quantity and various in category.

This particular definition is by no means limited, however, to records closed to the public by specific law or regulation, for between records so closed and records normally open is a large twilight zone where the administrator has discretion; and, if his decision is challenged, the judge searches the precedents and decides as they seem

[21] *International Union etc.* v. *Gooding,* 251 Wis. 362 (or 29 N. W. 2d 730).

[22] *Keefe* v. *Donnell,* 92 Me. 151 (or 42A. 345).

[23] Greater New York Charter, par. 1545; *Hale* v. *City of New York,* 296 N. Y. S. 443-4 (or 251 App. Div., 826). More often, with respect to police and law enforcement records, the custodians are not specifically forbidden to grant access or furnish information, but are authorized to give out such information as they wish or consider not harmful. Taxpayers or others, however, cannot usually compel access, which latter right is often considered to be a requisite if the records are to be considered public records in this sense. "Inspection as a matter of courtesy should not be confused with inspection as a matter of right," said the Superior Court of Rhode Island in a 1931 case where a reporter was denied access to records even though he proved they had often been opened to inspection by others (*Copeland* v. *Moulton,* 8 R. I. Resc. 97). Many similar decisions could be cited.

to apply in the particular circumstances. Typical of such decisions is the following:

A writing filed in a public office making charges against a public officer is not always a public record to which any citizen may have access at pleasure. To declare such to be the law would be to say that any communication attacking the character of a public officer being required by the board of directors to which he is amenable would thereby become a public record, and be open to the idle curiosity of all persons. Such a paper, in the absence of a positive statute making it part of a public record, could not be declared a part thereof.[24]

Perhaps the discretion of the judge in this twilight area is best summed up by a 1927 New York decision:

Whether or not records are strictly public records is often expressly declared by statute. In the absence of statute, the nature and purpose of the record, and, possibly custom and usage, must be the guides in determining the class to which it belongs.[25]

A third category of restrictive judicial definitions limits application of the term "public records" to those records that document completed action. In statutory law this view was well expressed in the provisos of the Louisiana Public Records Act of 1940, previously quoted, stating the act should not apply to records relating to cases, causes, charges, or investigations not "finally disposed of." [26] Obviously access by the public was also an issue here, and it usually is in this type of decision. The record was still in the making, so to speak. Its final form and content would not be decided until it was closed. Judges usually decide this kind of question on the basis of common-law precedent and even go further in that they may require that there be formal acceptance or approval of a document before it becomes part of the "public records," thus:

Estimates, plans, drawings, maps, and other data prepared by the assistants and subordinates of the city engineer of the city and county of San Francisco, to be submitted to him for his approval, in connection with the construction of a municipal water supply system . . . are not, before such approval by the engineer "public records" open to inspection by any citizen. . . .[27]

This requirement of formal approval can sometimes be extended so far that records to which formal approval is never granted (as, for example, applications for grazing leases that are denied) would not be considered "public records." This is expressing a philosophy, often encountered, that negative decisions need not be made a matter

[24] *Colman* v. *Orr*, 71 Cal. 43 (11 Pac. 814-5).
[25] *People ex. rel. Stenstrom* v. *Harnett*, 226 N. Y. S. 338 (or 131 Misc. 75).
[26] See *ante*, p. 9.
[27] *Coldwell* v. *Board of Public Works*, 187 Cal. 510 (or 202 Pac. 879).

of record.[28] If carried to a logical conclusion this notion might seemingly exclude from "public records" bills that were never enacted into law or treaties that were never ratified. An archivist might well ask where one would justifiably draw the dividing line.

A final type of limiting definition encountered in court decisions is to the effect that indexes and other finding aids are not part of the "public records." "The proper office of the index is merely to point to the record," is the simple way it is expressed in one decision.[29] To complicate the picture a little further, however, another decision voices the judgment: "Where a statute does require an index, it is as much a part of the record as the record indexed." [30]

The pattern I have tried to give you is surely much oversimplified. Often, two or more of these classes of restrictive definition will be drawn upon at once to strengthen the decision. One thing is clear — to the law there are no definite boundaries between "public records" and "private records." The same piece of paper is a "public record" under certain conditions and not under others. It is a "public record" to one judge but not to another. It is a "public record" in one State but not in an adjacent State. The archivist responsible for custody consequently gets little help from statutes, rules, and regulations, or from decisions of the courts.

An obvious question arises. If the legal interpretations of the term "public records" are inevitably so restrictive, why not use such substitute terms as "public writings," if we do not like "records," or "official records," if we feel "public" is more objectionable, or "official writings," or just "records"? These have been tried, but their use appears to make no difference. In the end all are drawn into the orbit of the older and more established term. The judges

[28] An interesting example might be the journals of the Continental Congress, kept by Charles Thomson, Secretary. He gave no place in his record to motions that were rejected, nor did he report debates. Only actions taken, transactions approved, and decisions that were to be put into effect, since only these counted, needed to be recorded according to this view.

Problems also arise under the "closed transaction" philosophy when no decision is ever reached, or the matter, in other words, remains indefinitely in a state of suspense. Someone may merely forget to close the case or it may be in the interest of someone to hold it open. Under the Louisiana statute cited, for example, which seems liberal and reasonable on the surface, there was in 1956 a demand to open the records of a completed investigation of charges of police corruption in New Orleans. The demand was denied in the courts because, although the case was officially closed, the criminal charge was not considered "finally disposed of." (*State of Louisiana ex. rel. Chaplin et al* v. *Dayfries, Supt. of Police et al.* No. 347-002 in Civil District Court, Orleans Parish, Div. A. Reported in *Problems of Journalism, 1957*, p. 276.)

[29] *Bishop* v. *Schneider*, 46 Mo. 474 (or 2 *Am. Reports*, 533); also *Green* v. *Garrington*, 16 Ohio 549 (or 91 *Am. Decisions* 103, and discussion 108).

[30] *Clinchfield Coal Corp.* v. *Steinman*, 213 *Federal Reporter* 557.

in western States that have the term "public writings" in their statutes, in the search for precedents, seem to draw upon these interpretations of "public records" that are to be found in the older jurisdictions as the nearest equivalent, and tend thus to equate the two. As for "records" alone, inasmuch as private records are not the subject of these definitions, the adjective "public" will almost certainly be read into the statute by the courts and interpreted in the traditional ways.

Why do the interpretations of the law always seem to be narrower than the archivist would have them? They lie in the background history of the term itself. We might have known that in the end we would have to go to the historians for an understanding of the situation. It is simply that originally both the noun "records" and the adjective "public" had much narrower meaning than they have today, and the common-law precedents, which are still so powerful, were established when these narrower meanings governed.

The verb "to record," as defined by Dr. Samuel Johnson in 1755, had only one very simple meaning: "To register anything so that its memory may not be lost." His definition for the noun is likewise simple: "register; authentik memorial." [31] All through early English history the word held closely to its original meaning, that of a writing deliberately made for recall purposes, or "record" purposes, as we would say today.[32] These writings were made for the most part on rolls (enrollment), in blank books, known usually as registers (registration), or in other special books of entry, such as account books. Documents received were not records unless they were copied on the rolls or in the books, when they were "recorded" or "on record." Documents thus admitted to the record had special legal standing thenceforth, while documents not so recorded were mere exhibits and had to be especially proved anew each time to be noticed judicially. One made a careful distinction between the record and the paper recorded.[33]

[31] *A Dictionary of the English Language* (London, 1755). See also the definitions in N. Bailey, *An Universal Etymological English Dictionary* (13th ed., London, 1749). Compare the many and complex definitions of "record" in dictionaries today.

[32] The English word was derived from the Latin verb *"recordari"* (noun, *recordum*), which meant to remember, to recall (literally, to recall by heart or "learn by heart"), and was commonly used in this sense in England in the 1300's. The transformations and additions in meaning in succeeding centuries can be conveniently traced in the many quotations to be found in the *Oxford English Dictionary*, 8:265-267 (Oxford, 1933).

[33] We are describing here, of course, the records of the common-law "Courts of Record," for, according to the law dictionaries, *"Records* are restrained to such Courts only, and do not extend to the Rolls of inferior Courts, the Registries of Proceedings whereof are not properly called *Records."* The language is practically the same in

As business increased in the courts and in other offices of His Majesty's Government, it appeared that the actual copying of all these petitions, affidavits, and other original papers became an almost impossible task. A long-established record system was breaking down. So there was a great compromise. The receipt of the document, briefly described, was noted on the record, and the original itself was preserved and filed "as of record." In this way certain separate original papers came to be considered as part of the records and were preserved as such. But ordinary incoming papers were not part of the formal records.[34] These legal distinctions are very important. They governed in England for centuries and had a tendency to govern beyond the legal world. They carried over into law and administration in the United States; and, although they have been discarded generally in ordinary administrative offices, they still exist in courts; and they exercise, I believe, an important, if not controlling, influence on the legal mind in its thinking about the term "records."

What were the ordinary, loose, incoming papers, received in an office called if not "records"? They were just "papers," or "documents," or "files." "Documents" were at first a special class of papers intended to prove something, in line with the derivation from the Latin verb *docere* ("to show"), but looser usage gradually prevailed until the term was common for all the accumulating papers in an office that supplemented the records.[35] "Files" are merely "papers" or "documents" in order. As early as 1670, in his *Glossographia; or a Dictionary Interpreting the Hard Words,* Thomas Blount defined file as "a thread or wyer whereon Writs or other Exhibits in Courts are fastened for the more safe keeping of them," and Johnson, almost a century later, defined it as "a line on

Giles Jacobs, *A New Law Dictionary* . . . (London, 1729), Dr. John Cowel, *A Law Dictionary* . . . (London, 1727), and in others of the time, for they all seem to go back through Blackstone to Sir Edward Coke, the fountainhead of so much English legal terminology. The County Courts, Hundred Courts, and Courts Baron were not Courts of Record. Only the King's Courts had that status, including "the King in Council" and "the King in Parliament"; their records only were "records" to the law and it was only their status as evidence that motivated these definitions. See F. S. Thomas, *Hand-book to the Public Records,* p. ix-xi (London, 1853), and R. B. Wernham, "The Public Records in the Sixteenth and Seventeenth Centuries," in *English Historical Scholarship in the Sixteenth and Seventeenth Centuries* (London and New York, 1956).

[34] Thomas, *op. cit.,* p. xii-xiii, and law dictionaries. There is a tendency in modern studies of the records by archivists and historians to confuse the picture with use of terms in the modern sense. The further one can go back in contemporary sources, the clearer the meanings seem to become. Unfortunately there was not time for the purposes of this paper to examine actual reports of cases.

[35] Some loose papers were called "instruments" if they were one of a number of different legal papers intended to initiate, effect, or accomplish some legal action.

which papers are strung to keep them in order." [36] This sense of order is always found associated with the word. Usually the order is simply chronological as received, but Johnson prints a quotation from Francis Bacon in which the latter advocates that an hour be set aside each day to rank the petitions received "into several files, according to the subject matters," so that we may be sure that "classified files" go back at least to Elizabethan days.[37]

Thus we might suggest that in England, in earlier times at least, the "records" plus the "files" made up the body of written material in an office of government, which we tend to call its "archives." Although the eminent British archivist and former Deputy Keeper of the Public Records, Sir Hilary Jenkinson, may insist that the terms "records" and "archives" are at present used interchangeably in England (in arguing against a recent American tendency to define "archives" as something less than "records" in the sense that they are only those records that have permanent value), he probably would agree that they were not always synonymous and that in fact "records" was the more limited term.[38] The absence in English law of any term meaning the whole body of writings in the custody of the Government may be suggested as one reason why so many Government archives turned up in private custody in England (in contrast to European countries under the civil law where the term "archives" had strong standing and sharper definition). There never existed in terminology or in law or in the official mind a clear-cut boundary between the Government's papers and private papers. The law was careful only about "records" in the narrower sense — and we in this country have inherited this vagueness and uncertainty.

But it is the adjective "public" that has made this concept of "public records" still narrower in its background. We have sensed this all through the court interpretations, and we are about ready to

[36] *Dictionary* (London, 1755). Johnson gives an example: *"to file a bill* is to offer it in its order to the notice of the judge."

[37] *Ibid.*

[38] *Guide to the Public Records, Part 1: Introductory* (London, 1949), p. 1, and "Modern Archives, Some Reflexions" in *Journal of the Society of Archivists,* 1:148, especially note 2 (Apr. 1957). Ernst Posner first called my attention to the frequency with which the phrase "records and papers," or some equivalent, is to be found in the source literature of the time, both in England and in the Colonies. For instance, upon the building of the fourth state house in Virginia in 1685 the House of Burgesses insisted on a special room for the secretary, properly protected, "for ye placing ye Records, and other papers in," and, after the capitol in Williamsburg had burned in 1747, a committee of the House of Burgesses considered a bill for the erection of a building especially for the "Preservation of the Public Records and Papers of this Colony." For these references, and others not quoted, I am indebted to a term paper prepared by Edna Jenson on "The Record Making Practices of Colonial Virginia."

agree with Humpty Dumpty that adjectives are the easiest of all words to make do what you want them to do. The first and oldest and the only meaning of "public" current in England until almost the nineteenth century is in the sense of being open, accessible, patent, and available to everyone, as in such parallel terms as public meetings, public worship, public auctions, or a public house, with public rooms, serving public meals at a public table. In our own country in earlier days, we would have been confronted too with public wash basins, public towels and even public combs, as we are today with public telephones, public carriers, and public utilities. All of these are privately owned, if ownership is involved, and are public only in the sense that they are expected to be available to all the people. It was in this sense that the term "public records" was used in England when common-law precedents were being established.[39]

The second meaning is in the sense of being owned or supported by the people forming the body politic. Thus we have the terms public treasury, public debt, public charge, public lands, public roads, public works, public office, and many others. The real confusion comes with terms of a third kind beginning with "public," that can be and are used — and therefore can be interpreted — either way. The term "public building," for example, could mean a building either open to the public or owned by the public, but it is more likely to be used now in the second sense, and this second usage was common in the United States by the 1790's, when there was much discussion concerning the public buildings in the new Federal District.[40] One is uncertain, without further study, of what is meant in colonial statutes by such terms as "public landings," "public warehouses," or "public ferries," although such terms used

[39] My discussion of the word "public" in this section of the paper is based on the treatment given this word and related words and phrases in the *Oxford English Dictionary* (1933 ed.), especially 8:1558-1561, for the English usage, and in the *Dictionary of American English on Historical Principles* (Chicago, 1942), 3:1849-1853, for the American usage, plus many examples of usage that I have collected myself in the past year. Both dictionaries are replete with revealing quotations from contemporary writings.

[40] See letters and documents in Saul K. Padover, ed., *Thomas Jefferson and the National Capital* (Washington, 1946). Examples are in Washington's letters to Jefferson, Mar. 16, Mar. 31, and Aug. 29, all in 1791 (p. 50, 55, and 68). Jefferson first refers to the "Commissioners for the public buildings" in a letter of Aug. 22, 1791, to the Treasurer of Maryland (p. 64), and the phrase is afterwards used commonly. An Act passed Mar. 3, 1791, relating to the permanent seat of Government provides that the "public buildings" shall be located on the Maryland side of the Potomac (1 Stat. 215). But Jefferson had used the phrase "public buildings" as early as 1779 in connection with their construction in the new State capital of Richmond (J. P. Boyd, ed., *The Papers of Thomas Jefferson,* 3:18).

today would probably refer to publicly owned facilities.[41] The term "public schools" is an interesting example of how in England the older meaning — that is, of being open to public use for a fee — has been retained, but in the United States "public schools" mean those publicly owned and publicly operated as well.[42] The law today is in constant hot water in certain areas because of the double meaning of the term "public." An example of interest to our Society is in connection with the term "public library." Are the Morgan Library in New York City and the Filson Club Library in Louisville, Kentucky, public libraries? They claimed tax exemption on that basis. They won their cases by showing that their holdings and facilities are open to the public — in other words, by going back to the older interpretation. More power to them, but I still say the courts are confused. Possibly the courts should go the whole way and rule that the manuscript holdings of these institutions are "public papers" to the extent that they are open to the public.[43] The term "public records" is caught up in the same confusion in popular usage today, but in the law courts the precedents are so heavily weighted on the side of the old meaning that one must hesitate and consider well before taking a case involving custody of public records into the courts.

I should like to see much closer research given to the meaning of this adjective "public," in the records and writings not only of the early years of the Federal period but the late colonial period. How could "public" mean belonging to the public until the people were sovereign or felt themselves so? In England, even though the government had evolved into a limited or constitutional monarchy, everything was theoretically the King's. The whole government had

[41] Public ferries and public warehouses were in colonial times privately owned but licensed and controlled usually by the colonial governments. I assumed at first that public landings were publicly owned, but it appears that they were on private lands and so were the first roads to them. They were in the nature of rights-of-way over private lands to permit settlers in the interior access to the water highways. It is easy to be misled by reading the later meaning into the term as used in colonial times.

[42] Again, "public schools" are met with frequently in colonial legislation, but always, apparently, with the English sense of the term intended. In 1636, for example, the Massachusetts Court voted for "erecting a public schooll or Colledge in Cambridge," thus founding Harvard (quoted in *Dictionary of American English,* p. 1852, with other examples). Public schools in the American sense were at first often called "free public schools" in the United States. The word "free" was then dropped and the adjective "public" called upon to do double duty, as it so often is.

[43] *People ex. rel. Pierpont Morgan Library* v. *Miller et al.,* (1941) 29 N. Y. S. 2d. 445 (or 177 Misc. 144), and *Filson Club Quarterly,* 31:55 (1957). See also *Kerr et al.* v. *Enoch Pratt Free Library of Baltimore City et al.,* 54 F. Supp. 514 (1944) and 149 F. 2d. 212-16 (1945), and Earl C. Borgeson, "Libraries of Non-Tax Supported Institutions," in *Library Trends,* 6:496-502 (Apr. 1958).

simply expanded from the King's Court, and the records of government were His Majesty's records just as those creating them were His Majesty's servants. The judicial records of the King's courts — dealing, as they did, with the people's rights, properties, and obligations, and being the records of judicial determinations after investigation and proofs — were considered of the highest importance and authority.[44] They were referred to as the "perpetual evidences of the people" in the petition of the Commons to Edward III that he "ordain by statute that search and exemplification may be made for all persons of any record which in any manner concerns them, as well what makes against the King as against others." [45] This petition Edward III granted in 1373, thus making the records of the King's courts "public records"; and this became henceforth one of the great rights of the English people. But let us still understand that this right and any later extensions of it were only by sovereign grace and favor. They were "public records" by right of access, but they never could be public records by right of ownership. "Common" rather than "public" would in England have been the term used for proprietorship or use by the commonality, but any such proprietorship or other right would still have derived from the King as sovereign.

Change in content or meaning of the adjective "public," there-

[44] It must be understood that the law on the statute books in early England was but a very small part of the law people lived under, and that the common law regulating their daily life and their property holdings was embodied in these public records which thus had to be available to the people or, rather, to their agents, the lawyers. The "public records" were the equivalent of statutes in other countries. Statutory law in England needed only to deal with special events and circumstances important to the realm — some special tax for an emergency, some special concession, some adjustment to special circumstances. It represented only superstructure and patching to the common law foundation. The old precedents were never too old — in fact, the more ancient, the more authoritative, since the common law, being the ideal law, was unchanging and perfect. It is true judicial decisions only approached the elucidation of the ideal, but an interpretation that had persisted since the days of Edward I was obviously a closer reflection of eternal truth and carried the greater weight. The control of these "public records" was in the hands of the lawyers and judges, who were the priests of the common law. They established their own definitions. If Parliament ever thought to control or replace this law by statute law, it gave up the attempt about the fifteenth century. The King gave up in the seventeenth century, but he had lost the initiative when in 1373 he had granted the people the right of access to the records of his courts. It was by using the rights established by precedent and recorded in the "public records" as leverage constantly exerted through their legal system that the people won increasing control and, eventually, practical if not theoretical sovereignty in England. One has to understand all this, I feel, to understand what the "public records" meant in England.

[45] Edward III, no. 43. Published in original French in *Rotuli Parliamentorum*, 2:314 (6 vols., London, 1777). The quotation is from the English translation in F. S. Thomas, *Hand-book to the Public Records*, p. xii (1853). Legislation then was in the form of a petition to the King to which he had given assent.

fore, could be significant in charting the change of the public mind in the Colonies as to the location of sovereignty, whether in a monarch or in the people. Certainly, before the Revolution was over, the adjective "public" was doing new duty in America. We have "public accounts," the "public service," "public concerns," "public property," "public despatches," and a host of other such phrases.[46] Washington, writing from Mount Vernon on the first day of the year 1784 to his recording secretary, Richard Varick, acknowledges the safe receipt of the "public and other papers" which Washington had left at Army headquarters for Varick to pack up and send to him at Mount Vernon.[47] These were, of course, the headquarters papers of his Revolutionary command, for which the Continental Congress then could provide no better home. Two years earlier the great man already had been approached by the ever-present and ever-zealous historian, represented in this case by the Rev. William Gordon, who solicited access to these records for his proposed history of the American Revolution. Washington had replied that he regarded his papers as Commander in Chief "as a species of Public Property, sacred in my hands." He would comply with Gordon's request with pleasure, he added, "When the Congress then shall open their registers, and say it is proper for the Servants of the public to do so." [48]

Without amassing additional illustrative quotations at this time, I suggest that here in Philadelphia and elsewhere in the new States, where the people now were sovereign, the concept of "public records" was being given new meaning. Let us search for the evidence as it is revealed in the writings of the Revolutionary statesmen and the architects of the new Republic as these writings are now being published in full and in context for the first time. I suggest further that this new concept may have been exported, perhaps unconsciously, to France, where it may have been responsible in part for

[46] These terms are frequently encountered in Washington's *Writings* (Fitzpatrick ed.), Jefferson's *Papers* (Boyd ed.), and the *Journals of the Continental Congress* (Library of Congress ed., 34 vols.). A further survey of the employment of such terms in these years, not only in the Continental service but in the Colonies as they are transformed into States, seems to me desirable in order to trace the appearance of new content in the adjective "public."

[47] *Writings* (Fitzpatrick ed.), 27:289. Several months earlier Washington had written to Daniel Parker to procure on the "public account" a number of articles, including six trunks for transporting his "Books of record and Papers with safety" from Newburgh to Mt. Vernon (*Ibid.*, 27:20-21).

[48] *Ibid.*, 25:288. In 1798 Washington wrote to Secretary of War McHenry that he was devoting all his leisure time "to the arrangement and overhaul of my voluminous Public Papers, Civil and Military, that, they may go into secure deposits, and hereafter, into hands, that may be able to seperate the grain from the chaff" (26:373).

the wholly new attitude toward archives displayed by the Revolutionary leaders, who, in establishing the National Archives of France, decreed that the records should belong to the people.[49] I suggest also that the American concept of "public records" may, somewhat later and through various channels, have reached England and, slowly of course, worked a change in the concept of "public records" held by the administrator and the scholar.[50] That held by judge and barrister probably has not noticeably altered even today. However narrow the interpretation of the term may still have been when the Public Record Office was established in 1838, it had been broadened by 1853. In that year, when the first *Hand-book to the Public Records* was published, its author, Thomas Francis Sheppard, who had served prominently in the office from its beginning, stated that public records "in fact comprise all documents of every description which belong to Her Majesty in right of her Crown." [51]

Meanwhile, on this side of the Atlantic, the founders of our Re-

[49] Further research is needed on this point, which I make here only as a suggestion. Positive documentary proof may be difficult to produce. The new attitude referred to was expressed chiefly in the law of June 25, 1794 (Messidor 7, of the year II). See Ernst Posner, "Some Aspects of Archival Development Since the French Revolution," in *American Archivist,* 3:161-163 (July 1940), for a brief statement of French archival innovations of the Revolution and their influence. The view that archives belong to the citizens and should be open to them goes along, of course, with all the other concepts associated with popular sovereignty. One can only suggest that hundreds of French army officers, from Lafayette down, working with American officers and soldiers, had become schooled in republicanism, and were familiar with the concept of public property. The immense influence of Thomas Paine and his writings and of Jefferson and his views needs only to be suggested. There were scores of lesser channels, including French travelers like Brissot de Warville. See B. Faÿ, *The Revolutionary Spirit in France and America* (London, 1928), esp. p. 253-276, and the recent impressive volume by R. R. Palmer of Princeton, entitled the *Age of the Democratic Revolution: A Political History of Europe and America, 1760-1800* (Princeton, 1959), esp. ch. 9.

[50] The best discussion of the change in the meaning of this term is to be found on p. 8-15 of the *Committee on Departmental Records Report,* Sir James Grigg, Chairman, presented to Parliament in July, 1954 (Cmd. 9163. 88 p.). I find myself questioning the Committee's interpretations at many points, however. I think that both administrators and archivists from 1800 on tended to take the broader view of "public records," and that their problem between 1838 and 1852 was to make the Public Records Act of 1838, which was both confused and ambiguous, work in practice as both wanted it to work and at the same time ensure themselves against being tripped by any who might advance the narrower interpretation in their own interests. They were well aware of what they were doing, and were also very successful, although they may not have realized theirs was a battle between the older English interpretation of "public records" and the broader popular-sovereignty interpretation of the same term, the latter less recognizable of course because masked under some such language as "belonging to Her Majesty."

[51] *Op. cit.,* p. xiii. This language echoed that used in the Order in Council in 1852, which placed "all Records belonging to Her Majesty" under the charge and superintendence of the Master of the Rolls and so made them subject to the provisions of the Public Records Act of 1838.

public, who had given new meaning to the word "public," and had created the first "public records" on the national level, passed from the scene. The common law, against which they were often rebellious because it seemed to preserve so much that was inappropriate to a democracy, regained its influence in our legal system in the first half of the nineteenth century, under the leadership of Chancellor James Kent and Justice Joseph Story.[52] The common-law interpretations of "public records" were taken over uncritically and without challenge, until, as in England, historians and archivists entered upon the scene. They had the choice of reinterpreting this stubborn old term or of substituting the more professional term "archives" to describe the body of records for which they professionally were responsible. They are still trying to choose.

Perhaps we should have turned in the first place to the historian for light. Like the psychiatrist, who, in theory at least, probes our individual past, so the historian probes our group past to help us understand how, unwittingly, we got into the state we are in. Sometimes, if not always, by clearing away the fog, he helps us to see what should be done about it.

Our question is still not answered. Who knows what "public records" are? I can tell you only who actually are responsible for what they are, and who, therefore, ought to know. This responsibility is dual. I name first the administrator in his role as the creator of the body of documentation of the agency or activity that he administers, and second the archivist, who tends and prunes this body of documentation and preserves and lives with and services daily that part which is of permanent value.

Charles Thomson, for example, decided what the records of the Continental Congress would be. As the Secretary of that body for the 15 years of its existence, he created "the birth-records of a nation." [53] He was his own records manager, his own organization and methods man, his own assistant secretary for administration, and his own archivist, these other positions as modern specialties being then all comprehended within the title of Secretary. In general we probably would agree that Thomson served the infant nation conscientiously and well in his complicated role. How different it *might* have been!

Our Federal records act and some of our State acts place the

[52] Discussions of the history of the common law in America are in Richard B. Morris, *Studies in the History of American Law, passim* (New York, 1930); and Merle Curti, *The Growth of American Thought,* p. 237-238 (2d. ed., 1951).

[53] The phrase is used in the sketch of Thomson by E. C. Burnett in the *Dictionary of American Biography,* 18:481-482.

responsibility for the creation of proper "public records" exactly where it must be — upon the heads of administrative agencies and departments. I have no doubt whatsoever that archivists in the role of records managers have an important advisory responsibility in this area. The administrative heads will need to lean upon them and draw upon their knowledge and experience. To fulfill properly this role we need to know what "public records" ought to be. What does the administrator need? What must the Government as a whole have? What does the law want? What does the public expect its "public records" to be?

We do not find the chemist consulting a lawyer as to the nature of that with which he works. The physician does not ask the lawyer about the nature of disease. Instead, the law normally turns to experts for guidance when it enters such fields of specialization. Let the law continue, as it will, to exercise controls in the matter of "public records" as evidence. But as to the nature and bounds of "public records," who then knows?

I think the archivist best knows. He lives and works with the records systems of the past. He expects to take over and administer those of the present and the future. He is in the best position to advise the administrators, in their role as creators of the "public records," as to what they ought to be.

In this paper I have tried only to clear away the brush and brambles that were in our way. Let us proceed soon to locate the cornerstones and mark the boundaries.

Not Yet Has the Time Arrived

The responsibility of the work, and the yet imperfect and crude state of the facts and data are my excuse for having thus far delayed my report so far beyond the usual time.

In this case, while I have endeavored and desired to be quick and prompt, yet I had rather be accurate and useful, if in my power, than meet the requirements of the department in having my report published in the "reports."

Not yet, indeed, has the time arrived to write this history.

The facts, or rather reports of facts, are in a confused and imperfect state.

— Report of the Sioux Agent, Thomas J. Galbraith, 1862 (printed as a part of *H. Ex. Doc.* 68, 37th Cong., 3d sess.).

The Undergraduate and Historical Manuscripts

By HOWARD B. GOTLIEB *

Yale University Library

VERY little exists in print concerning Sir Robert Clayton (1629-1707), Lord Mayor of London and a relatively forgotten political figure of his era. Nor has the influence of William Kent in the Chicago reform movement of the turn of this century been fully investigated. Yet both of these men, minor figures for historical research in the general picture of scholarship, are available as subjects.

The two are mentioned because their papers are in the manuscript collections at Yale and they have recently been the subjects of studies by members of the sophomore class — studies based almost solely on unpublished correspondence and journals. The results were not only readable and interesting but historically accurate and authentically documented. They represent the outcome of an experiment designed to expose the undergraduate to the use and understanding of manuscripts, to reap the future bounty of an untapped source of potential historians and archivists, and perhaps to instill in eager minds a desire to "seek to the source." The experiment is part of the directed studies program. The outcome of this program to date has justified its implementation, not only in the enthusiasm manifested by the undergraduates and their mentors and the amount of able work produced, but — of more practical concern to the librarian of historical manuscripts or the archivist — in the peculiar problems that the use of collections by undergraduates has presented.

Basically, the undergraduates out of necessity approach unpublished papers in a manner unique in the methodology of research. They come with an open mind, naïveté, hesitation, and wariness of what they may find. They vacillate between two poles — assuredness of purpose and a seeming humility; they have been untouched by the plight of the professional historian who has had years of wading through huge collections in search of the facts — and they remain unjaded by the fruitless search, the unprofitable days. The

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novices are there to be formed. Within two or three weeks they have mastered their individual techniques, they bask in their sense of being experts in their chosen topics — they have turned relatively professional.

When the undergraduate appears and declares that he has on his own discovered that there are additional Sir Robert Clayton journals in the Guildhall Library in London and that he is in correspondence with a collector in Bermuda who owns other such material; when another exultantly states that, by what he has noted in the unpublished diary of Colonel Edward M. House, he has discovered a discrepancy in the accepted dating of an official despatch from this Government to Berlin in the precarious period before the outbreak of the Great War; and when his classmate offers proof from the Baldwin family papers that there was remarkably little public reaction to the *Amistad* case when the mutinous slaves landed at New London — then indeed one realizes that the seed has been planted. When the undergraduate claims that his most intellectual experience to date has been in investigating the role of James Rockwell Sheffield as Ambassador to Mexico, it is not only he who gains. And when the student traces to completion John Trumbull's journey to Holland to raise a loan for the hard-pressed American colonies, or documents Secretary of State Stimson's role in formulating his Far Eastern policy, the archivist himself is constantly refreshed by the lessons learned in aiding such pursuits.

"What can I write about?" Invariably this is the first question, for by and large the majority of undergraduates come unprepared for the step into manuscripts. There are those, of course, who insist upon doing a paper on Oliver Cromwell when the Historical Manuscripts Collection may contain only a few Cromwell documents, hardly sufficient for research purposes.

A solution tends to be an educational process; that is, making both the faculty adviser and the student aware of what collections are available for research and are consequently readily at hand for the assignment of term papers, theses, and dissertations. Thus the printing of a brief list of such manuscript materials serves a twofold purpose. It enables the undergraduate to fit a projected topic to the collections available instead of attempting to find material to meet the requirements of the topic, and it saves the librarian of historical manuscripts a great deal of time in exploratory conversations.

Just as the graduate student on occasion will tire of the long periods of research involved in the writing of his dissertation, so the undergraduate will tend rapidly to tire of a subject in which he does

not remain intensely interested. The appeal of using unpublished sources is tempered by the time-consuming care the reading of manuscripts involves, the problems of archaic usage and paleography, and the sometimes overwhelming mass of papers. Consequently the choice of a subject becomes for the undergraduate paramount in the entire project. Not only is the printed list of materials (arranged by subject matter, as U. S. foreign relations, U. S. colonial history, naval history, exploration and discovery, and so forth) helpful, but the librarian or curator can aid in determining what specific fields of history, what events, or which individuals attract the prospective researcher, and what may be done with that interest.

The undergraduate, having selected a topic and having been told what manuscript materials might be used, needs to be directed to other sources as well. Presumably he need not be told that background reading should be done before using documents. Works already in print covering the subject should be pointed out; newspaper and periodical literature, congressional hearings, and government documents will aid the undergraduate to put his manuscript material in historical perspective.

The archivist who is beset by the problem of the best method of processing and cataloging manuscripts might well consider the basic requirements of the undergraduate as a criterion for determining the most advantageous system. Every librarian of historical papers and records is involved in the necessity of making collections available for use as soon as possible by having the material listed in some set order. Although elaborate cataloging techniques, painstaking, time-consuming, and sometimes unnecessary, have been evolved, what the undergraduate basically requires is simplicity. This becomes more essential when he is confronted with bulk and with paleographical and genealogical problems. Basically it appears wise to adhere to a relatively common procedure — a chronological arrangement of the papers. Each collection must of course be considered individually when deciding upon the method of processing, but general experience with both the undergraduate and other researchers has shown that the chronological method affords greater ease in use. For the type of paper the undergraduate is preparing, material filed in this manner offers a semblance of historical continuity, a sense of order, and a more clearly defined approach to the subject at hand. Alphabetical and other arrangements tend to confuse the undergraduate, particularly when the papers concern themselves with the career of a diplomat or other public official. Family papers (that is, the personal correspondence with innumerable relatives and friends

of a given individual or of an entire family) are themselves more easily available and more logically arranged by date rather than by correspondent. The entangling family relationships, the element of time and of generation, and the view of the individual or the family against the background of contemporary history are thus more easily comprehensible to, and more vividly portrayed for, the uninitiated historian.

Many groups of papers arrive along with assorted memorabilia — newspaper cuttings, scrapbooks, photographs, broadsides, and albums of various types. These offer an abundance of informative visual aid to the undergraduate and are well worth retaining. The contemporary newspaper accounts are easily used in conjunction with the manuscripts themselves, saving if nothing else the labor which might have to go into a time-consuming search through the newspaper files. The photographs and engravings tend to bring the individuals under study much closer, and their handiwork in the form of scrapbooks and albums makes them at least more human.

The area of greater undergraduate interest has not been difficult to define. By and large the period of the Civil War — the individual battles, the diverse personalities, Andersonville, armaments, and the political maneuvering of both North and South — has the greatest appeal. "I would like to do a paper on some aspect of the Civil War" is the most frequent opening remark of a new arrival. "I might even consider the antebellum years in the Old South, but it has to be something like that!" This is relatively easy to understand, for what offers greater scope to the romantic imagination than the one field of research that in our country has made the publishing of nonfiction profitable?

Civil War diaries and journals, correspondence between the Capital and the various fronts and between generals and their subordinates, and the more personalized letters between the family at home and the son making history in the field — these offer undergraduates a superb initiation into working with manuscripts. To project themselves into the period, to become totally familiar with the reactions of one individual — be he Pvt. William Warren, a Connecticut infantryman who fought at Gettysburg, or Gen. Patrick Clayburn, who wooed Miss Susan Tarleton by post — becomes less of a task and more of a natural inclination. Private Warren's pocket diaries, in fact, account for the present status of a most promising graduate student in history. As an undergraduate this young man was intent on producing his Civil War paper. The suggestion of the Warren material was most welcome and the diaries offered great

potential. As a researcher, however, the student had grave fears that the outcome would be just one more recital of events and personal reactions. Being impulsive, he decided to do something more. Left to peruse the worn volumes for two weeks, he formed in his mind the "outlandish" idea of attempting a study of an individual's personal involvement in a battle — against a background of overall strategy in the larger historical picture. Armed with a gasoline company's map, with atlases and reference works, and poring over Private Warren's diaries day by day, he appeared at times to be controlled by his topic. The result was a very brilliant essay.

More contemporary history ranks second in choice, with the emphasis on the period preceding World War II and the diplomatic events following the war. That Yale is rich in manuscripts in this area is fortunate, for the undergraduate can study the rise of the Hitler Youth Movement, the course of our relations with Latin America through the 1930's and 1940's, or public opinion and the neutrality issue. There has also been a great revitalization of interest in the Wilson period. Like more advanced historians, the undergraduate has come to realize that an understanding of current international affairs inevitably finds its roots in the era of Versailles. The Presidential campaign of 1916, the attempts to keep out of war, the intervention in Siberia, and the territorial decisions of those who made the peace have provided subjects for many papers in this general period — all based on the use of the unpublished manuscripts of Colonel House, Frank Polk, Gordon Auchincloss, and Sir William Wiseman.

A third era that commands great interest is America's colonial period. Yale's own history and physical surroundings abound in colonial memories and traditions to supplement the undergraduate's study of the documents. His approach to materials covering the formative years of the Nation — the papers of the founders, the signers, the members of the successive Congresses — is almost reverential. The way in which a Jefferson or Madison item is handled and perused illustrates this, and instances in which the student expresses concern for the curator's problems of care and preservation are not uncommon. There tends to be no security problem with undergraduates.

Local historical societies as well as university libraries are aiding in the process of training the undergraduate in the use of manuscripts. Limiting themselves in their collecting interest and consequently not overburdened with either too many papers or too many researchers, the devoted staffs can and do aid the student greatly.

Inevitably the undergraduate slowly but surely learns that one collection leads to another and that genealogical and historical factors are at times so intertwined that a sense of "feel" and an awareness of "where to look next" are rapidly developed. When the point is reached where the undergraduate, unguided and on his own, follows the slight thread of probability from one distinctive group of papers to another and yet another, the novice has indeed become the initiate.

A Word Concerning Genealogies

This inevitably leads one to say a word concerning genealogies. Rejice aniles fabulas, saith the Scripture — rejice genealogias. It is a ticklish business to take up one's parable against them in these days, when many an historical society is finding that by far the greater number of those who resort to its library come there for no other purpose than to hunt up their genealogies and to prove their right to entrance into the charmed circle of the Sons of This or the Daughters of That. But nevertheless no historical society has a right to use its research and publication funds in furthering the purposes of these people, or, as one society does, to buy almost nothing but genealogies with its library fund. These funds were presumably given to the society for the furtherance of history. To use them for genealogical researches, for the publication or purchase of genealogies, is in almost all cases a gross misuse. The theory is of course that genealogy is an important aid to history. But is it, now and in this country? Volumes upon volumes of it have been printed. Search through the whole tiresome mass, and do you get a handful of historical wheat out of all this chaff, this pitiful accumulation of names and dates? But one answer is possible. The theory is, so far as this country is concerned, a mere superstition, one of Lord Bacon's idola fori. Geography is far more useful to history than genealogy; but what should we think of an historical society that bought nothing but atlases and printed nothing but maps? The addiction of historical societies to genealogies arises not from devotion to the primary and public purposes for which they were instituted, but from a weak desire to placate people who, it is thought, may in time, if sufficiently indulged, turn from their personal and private interest in their ancestry, and begin to take an interest in history. They may, but meantime is American history being rightly used?

— J. Franklin Jameson, "The Functions of State and Local Historical Societies With Respect to Research and Publication," in American Historical Association, *Annual Report,* 1897, p. 57 (Washington, 1898).

The Manuscripts of Social Welfare

By VAUGHN D. BORNET *

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THE TIME has come to face squarely the problems created by the accumulation of vast quantities of manuscript files by thousands of organizations and leaders in the field of social welfare. It is my purpose to invite the attention of American archivists and social work leaders to the nature of "social welfare" from a record-keeping standpoint. I shall suggest problems that will plague those concerned with preserving the record. And I shall indicate what I feel to be appropriate action. That this is something of a pioneering effort can be surmised from the bland wording of a letter recently received from an acquaintance, the veteran chief of the bureau of research of a State social welfare department. He wrote, "I am afraid that I do not apprehend with sufficient clarity the problem which you pose regarding the usefulness of social welfare manuscripts to make any significant comment. Sorry." Clarification seems to be the first order of business!

The manuscripts of social welfare are the unprinted documents and letters, the paperwork, of the social welfare field. What, then, is "social welfare"? On this controversial matter there are many in our society who will disagree pleasantly and some who will quarrel vigorously. Having once put together 110 statistical tables on the subject in book form and devoted a chapter to the matter in a second one, I have a definition to suggest.

Social welfare is special services supplied and material assistance given by all or part of society to a human being thought to be in need. Some social work experts will be satisfied with this definition; others will not. In any case, social welfare — like democracy — is an ongoing process, with turnover in agencies, programs, and personnel. Among those who receive services the turnover is variable but frequent. In structure, the field consists of nonprofit organizations, both governmental and voluntary, engaging in the giving of service and monetary aid. It is individual social workers counseling and advising. It is people in need of help receiving a hand from society. It can consist of changing the daily environment of children

* Paper read, Oct. 7, 1959, at the annual meeting of the Society of American Archivists in Philadelphia. The writer has contributed previously to this quarterly.

and youths in ways calculated to give them a better chance in life, to increase their happiness, and to strengthen their characters. Education and religion, as such, are excluded, and so is medical care unless free or part-pay.

Social service in our country is now a highly organized effort. In an average city of over half a million persons, literally hundreds of welfare and social work organizations are active. The yellow pages of the downtown Los Angeles telephone book list such organizations in five columns of fine print, and this does not begin to tell the story of groups seeking to "do good" in the rest of the sprawling county.

The stranger to social welfare will find invaluable some sort of classification to guide him as he is faced with multitudes of organizational names in this field. In the writer's *California Social Welfare* [1] an attempt was made to classify all organizations in the social welfare field according to the age groups they served (children, youths, adults, and the aging, with disease and rehabilitation groups kept separate). Subclasses were broken down by function. The resulting classification, while possibly subject to some localism or regionalism, may be helpful to the interested archivist, since through its use he will find it possible to classify local or State welfare groups according to what they do. While some archivists may deliberately set out to try to assemble manuscripts from all the community agencies dealing with one group — children, for example — others may want to gather at the outset materials representative of many aspects of the total field. To the formal list given here should be added headings to embrace community organization, fundraising, and regulatory bodies. In some localities additional headings may be needed. The archivist should not be discouraged if he finds that public welfare departments, the American National Red Cross, and other enormous organizations engage in work with all ages and must be listed in many subcategories. Here, then, is the writer's welfare agency classification system by age groups:

A Classification System For Social Welfare Agencies (By Age Of Person Aided)

Services for Children

A. Programs for Children in Their Own Homes

[1] (Englewood Cliffs, N. J., Prentice-Hall, 1956), sponsored by the Commonwealth Club of California. A "Note on Sources of Social Welfare Information" in that book may be useful to archivists new to this field. Expansion of the writer's definition of social welfare appears in chapter 2 of his forthcoming book, *The American Pattern in Social Welfare.*

B. Placement of Children in Foster and Boarding Homes
C. Institutional Care of Children
D. Unmarried Mother Programs
E. Adoption Services
F. Family and Child Counseling
G. Material Assistance
H. Homemaker or Housekeeper Services
I. Well-Baby and Child Health Conferences
J. Day Care and Nursery Services
K. Other Services for Children

Services for Youth

A. Group Work and Recreation
B. Counseling and Guidance
C. Housing Accommodations, Free or Part-Pay
D. Other Services for Youth

Health Services for Children and Adults

A. Medical Services
B. Research and Educational Programs Relating to Diseases
C. Crippled Children and Adults Programs
D. Mental Health Programs for Children and Adults
E. Cerebral Palsied Children and Adults
F. Infantile Paralysis
G. Tuberculosis
H. Services for the Chronically Ill
I. Dental Services
J. Schools and Programs for the Blind, Deaf, and Hard of Hearing
K. Rehabilitation for the Handicapped
L. Other Health Services

Services for Adults

A. Material Assistance
B. Services for Travelers, Migrants, and Immigrants
C. Institutional Housing
D. Counseling and Guidance
E. Visiting and Rehabilitation Work in Institutions
F. Legal Aid
G. Services for Military Personnel and Veterans
H. Disaster Relief
I. Group Work and Recreation for Adults
J. Other Services for Adults

Services for the Aging

A. Material Assistance
B. Institutional Housing and Boarding Homes
C. Group Work and Recreation
D. Employment Services for the Aging
E. Other Services for the Aging

With an eye to the future writing of biographies, a word should be said about leaders in social service work. In the early days of this century the field of charity and settlement work belonged to a handful of strong personalities who were seldom formally trained, occasionally rich, and often controversial as they attacked "the System" or "the bosses." These key leaders in the Progressive Movement made their mark on America. The archivist may want to begin discharging his responsibility to the overall social welfare field by writing a few oldtimers in the State (and especially in its largest cities) to ascertain the identities of such men and women. Few have attracted biographers so far. Charming and useful accounts can be written from filing cabinets and boxes of personal papers, once they are safely on deposit. Progress has been made on the papers of philanthropists, but more is in order.

Today's key leaders in social service are readily identified and quickly stereotyped. There are, for example, the paid executive heads and the volunteer presidents of community chests and planning councils; a few leading members of major bodies like Catholic Social Service, the Red Cross, and the Salvation Army; and directors of State, county, city, or township public welfare departments. The archivist will have no difficulty in learning their identities; an afternoon of telephone calls should uncover the names and present addresses of many men and women who once directed the expenditures of millions of dollars and headed groups of social caseworkers for decades of social service leadership.

The social welfare field is relatively recent as a body of organized and significant effort. Though the Red Cross, the Y. M. C. A. movement, and the Salvation Army date from long before the turn of the century, many voluntary organizations in social service work began to have large budgets and to affect interstate areas during the 17 years before the United States entered World War I. Government agencies at the Federal level are seldom more than a generation old; at the State and local levels their age varies, but many are so new as to have no "history" as orthodox historians use the word.

The archivist can waste much time trying to illuminate the public welfare field through the acquisition of a few items illustrating the work of local government and obscure groups in the days of the poor laws (valuable though the service may be for a single researcher of the future). *Most archival effort devoted to the social welfare field should be expended on recent years.* Still, the printed reports of old local government bodies are the *sine qua non* for any serious research on the early role of government in providing income main-

tenance for individuals. Such documents must be obtained at all costs.

The social service records of local government will certainly antedate the enactment of the Federal Social Security Act. To limit one's accumulations to the 1930's and later would be going too far in the direction of presentism, and it would be a distinct disservice to the factual record in States where mothers' aid, adoption procedures, blind and indigent aid, and even payments to old folks were State programs long before August 14, 1935. Yet an emphasis on the present and the recent past will be characteristic of the best archival programs in social welfare, for the vast organizational importance of the field dates from our great wars, depressions, and moments of intensified and heartfelt humanitarianism. Long-lived organized groups also date from such emotional days; our own lifetime has been crammed with them, and the revolutions in paperwork procedures, communications, and transportation have facilitated the building of permanent social service bodies, voluntary and government alike.

When considering the present state of social welfare manuscripts it may be fair to say that the social casework aspect of social welfare has thrived on paperwork, even though dire warnings against this are printed in journals of the profession. Moreover, one prominent welfare council executive says that in his field "squirrel instincts" prevail where committee reports and correspondence are concerned (when filing space is not a problem). "Virtually everything is saved in the council files," he reports. Pity the poor researcher of tomorrow when he comes to seek policy-level data!

The archivist ought to intervene now to urge welfare agencies to engage in intelligent weeding. For the well-operated welfare agency already has assigned someone to weed out the files annually (and every three or four years) along specified lines. The ground rules laid down by contemporary management will make all the difference to the historical writers of the future. Wise decisions by leaders who make history will enormously help experts who store history and those who vicariously relive it and tell the story to others.

The weeding procedures of two large organizations 2,000 miles apart illustrate to some degree the practical problems of the administrator who wants to weed his files but hopes to avoid destroying material that may have historical value. One leader, John L. Dismukes, assistant manager, Pacific Area Office, American National Red Cross, summarizes the overall file destruction procedures of his enormous territorial coordinating organization as follows:

Our current operating file contains records for the current year. . . . At the end of the . . . year these records are added to the transfer file without review. The body of records beginning its fourth year is removed annually from the transfer file for review. Essential records are then transferred to the permanent file and non-essential records are destroyed. The purpose of this review guide is to maintain a standard system to assist reviewers in preserving records that have permanent reference use or historical value which should never be destroyed. Our reviewers are cautioned to be alert to correspondence that contains significant background material which may assist in determining policy, procedure, et cetera.[2]

Another leader alert to the needs of policy formation and of present and future researchers is Robert H. MacRae, executive director, Welfare Council of Metropolitan Chicago. His weeding policies rest on generalizations along these lines:

It shall be the responsibility of the files supervisor to see that the files are kept weeded of material of which it is no longer necessary to retain a record. . . . Material from general files will be permanently removed or destroyed only upon authorization by a member of the professional staff. . . . Much material which is sent to files is of transitory importance, and in many instances it is possible to predict when it will no longer be required. In sending such material to files, executives or secretaries should note how long the material is to be retained, 6 months, 3 months, etc. The files staff will then be responsible for removing this material from the files at the appropriate time. Whenever it appears from infrequency of use that the retention of material is of doubtful value, the files staff will consult with the appropriate members of the executive staff about the need for keeping it. . . . Experience has shown that the subject files will, after a number of years, become overly complex as conditions and/or terminology changes and as various committees give attention to different aspects of a particular subject.[3]

Archivists alert to the nature of welfare council paperwork will note that such files are likely to contain minutes of innumerable committee meetings on a wide range of subjects, audits of member agencies of community chests, and background data for preliminary studies prepared in council offices for transitory purposes. Such materials, whatever their preoccupation with the present, will be of the utmost importance some day as records of the community in action. Researchers in the twenty-first century will find them valuable — provided they are preserved.

Correspondence of the nation's welfare councils also includes letters passing among important leaders. Because many councils engage heavily in legislative pressure at State, county, and city levels

[2] Letter, Sept. 3, 1959.
[3] Letter, Sept. 2, 1959.

— considering "social action" a duty — there may be in their files letters on social issues from important people. The archivist owes it to the historian of State and local history to save community council files from destruction even if he must agree to keep this material closed for 5, 10, or 25 years (as well he may).

As important as the local councils, but significant for different research purposes, are the national or regional coordinating offices of such groups as the Y. M. C. A., the Salvation Army, and disease-oriented fundraising bodies. Area or territorial offices which cover many States have files of enduring interest to major university libraries or to large State historical societies with regional obligations. One thinks at once of the filing cabinets in the architectural-award-winning building of the Pacific Area headquarters, American National Red Cross, in San Francisco, where the story of disasters like the headline-making floods of 1956 lives on in routinely filed reports. Such files break down naturally into clear-cut subjects, which may be discussed briefly. In that Red Cross office are files pertaining to the financing of local chapter work, letters of criticism and praise, reports of inspections ("field visits") made by staff members in urban and rural areas, correspondence on united fund membership negotiations, and manuscript histories of local chapter work in peace and war. The conference minutes on a wide range of subjects will have enduring importance. There are also present, not only here but in many other welfare agencies, biographical sketches of prominent local citizens not quite of the *Who's Who in America* level. These sketches of board members, chapter chairmen, and fundraisers, if gathered together in facsimile by archivists from welfare agencies, might come to comprise a biographical resource for local history of value unmatched except by privately held newspaper morgues.

Files in Red Cross chapter offices relating to prisoners of war, AWOL servicemen, tragedies, and many other touchy and private subjects will never be available for general research by outsiders, nor will most research scholars begrudge this loss. The needs of privacy must take precedence over the desire of the public to know. Still, the tactful and responsible sociological researcher can learn much from astute counting in such files when working on the premises with permission. He may find to his surprise that most of the counting he planned on has already been done by a staff member as a matter of routine.

What do welfare agencies do with the motion picture films, posters, and press releases of last year's community education cam-

paign? Are these of any value? Most agency officials would probably say that they are not. Doubtless they have a short life. But archivists remember the quick disappearance of the millions of Blue Eagle posters of 1934, and it may be well to ask the true value of a locally produced and carefully stored 16-mm. movie on community "needs" after the lapse of a century. Archivists may want to look into the fate of publicity and news releases, posters, radio and TV scripts, and films prepared for community indoctrination or fund-raising purposes. (Beware: much of this material comes from United Community Funds and Councils of America, Inc., in New York City, with local matter dubbed or printed in!)

Who is collecting welfare and fundraising agency buttons, badges, pins, emblems, photographs, uniforms, and other such evidences of the overall social welfare scene? Perhaps these remains are no more than trivia, but State historical societies may want to consider the preservation of samples.

Archivists hardly need be told of the richness of the manuscript collections in the National Archives and in the Franklin D. Roosevelt Library. But mention must be made of social welfare materials. In the National Archives are the records of such New Deal youth agencies as the Civilian Conservation Corps and the National Youth Administration and of adult employment agencies like the Works Progress Administration and the Federal Emergency Relief Agency. One must agree with the judgment that such enormous files as these constitute "an immense and immensely rich body of source materials on social welfare subjects for the 1930's," the judgment of the veteran archivist Herman Kahn.[4] One wishes that social work professors would agree, to the point of having advanced graduate students make forays into this unexplored wilderness. The journals of social work do not yet reflect much interest in the use of Federal archival collections for research in social service history, although such research was pioneered by graduate students at the University of Chicago in the 1930's.

Natural companions to many enormous collections in the National Archives are the papers of President Roosevelt and Harry Hopkins in the Franklin D. Roosevelt Library. The White House papers of Mr. Roosevelt contain much material on social welfare. The subject file on the Social Security Board has a heavy concentration of papers on the background and drafting of the Social Security Act.

[4] Letter, Aug. 28, 1959, from Hyde Park, N.Y. The author is indebted to Mr. Kahn and his staff for information on social insurance materials in the Franklin D. Roosevelt Library and to W. Neil Franklin for data on those in the National Archives.

It includes correspondence with members of the Senate and House about the act, items on the staffing of the Board and its later work, and correspondence with Harry Hopkins, John G. Winant, Sen. Robert H. Wagner, Arthur J. Altmeyer, and Mary Dewson. This file might be used in conjunction with certain files at the New York State School of Industrial and Labor Relations, discussed later.

The general subject file for the Department of Labor in the Roosevelt Library contains material on social welfare subjects and on the activities of Secretary Frances Perkins. This will rise in value when the transcript of her lengthy oral history interview at Columbia University is made available, five years after her death. There is among the White House papers a general subject file on social welfare containing much correspondence with Secretary Perkins on the philosophy of the Social Security Act. Letters from citizens on social insurance reflect varying viewpoints. This writer has found the bulky incoming letter files at the Roosevelt Library very rewarding and recommends their examination to all concerned with the climate of national opinion on particular issues. Other White House files contain correspondence with prominent individuals and key organizations in which they pass judgment on the philosophy of the Social Security Act.

The papers of Harry Hopkins for the 1930's deal with many aspects of the problems of those troubled days. The material is normally arranged by State, making possible specialized studies of local relief and welfare programs. Perhaps in the long run our State Archives will assemble copies of at least a small part of the widely scattered archival materials classified in file folders by State. These are now lost to local and State historians because they are not easily accessible. In this instance, it may be that State historians should arrange to obtain microfilms of pertinent files for their libraries. There are in the Hopkins papers reports of special investigators who wrote directly to their chief on problems encountered in States and localities. The writer found similar reports by Department of Labor investigators, filed in the National Archives, most illuminating. The Hopkins papers include correspondence with Fiorello LaGuardia, Aubrey Williams, Frances Perkins, and other prominent persons. Subject folders contain correspondence on wage policies, youth programs, classes of work projects, and administrative problems in WPA. Lists of folders and, in some instances, subject indexes, may be used by researchers at the Roosevelt Library. No doubt the Hoover, Truman, and Eisenhower libraries will in time offer researchers equal opportunities to use data similar in social welfare significance.

Efforts have been made at the New York State School of Industrial and Labor Relations to enlarge its manuscript collection. Strict definitions of "labor," "industry," and "social welfare" have not deterred this important unit of the University of the State of New York, housed at Cornell University, from acquiring valuable material on the origins of social insurance laws. The records of John B. Andrews, from 1907 to 1942 secretary of the American Association for Labor Legislation, are important for the increase of public welfare activities in the United States. The association's correspondence fills 64 boxes. The records of Abraham Epstein, from 1927 to 1942 secretary of the American Association for Old Age Security, though lacking most personal correspondence, include 26 boxes of legislative bills; and the collection also contains pamphlets and press clippings of interest to students of social security and reform legislation. Also of importance at Ithaca are materials gathered by or relating to other men who were active in social service activities during long careers.

The working files of agencies themselves, however, comprise the most valuable collections of information on modern social welfare. To say this is to take nothing away from the excellent collections just mentioned. Today the manuscripts of social welfare are in the files of organizations from coast to coast. It will never be practical to assemble even a minute part of such riches in a single depository. Two thousand community chests and united funds and 442 community councils, several scores of national health agencies with more than a hundred thousand dollars in annual budget, agencies affiliated with local Catholic social service groups, Jewish welfare federations, and a multitude of Protestant church-affiliated and independent groups have files of their own. The Red Cross, Salvation Army, Y. M. C. A., Y. W. C. A., the scouting organizations and boys' clubs, and such national associations as those dealing with heart ailments, cancer, crippled children, polio, and tuberculosis are giants in their communities — and their communities are everywhere. The files of the Russell Sage Foundation, the National Association of Social Workers, the Council for Social Work Education, and similar bodies can be designed to reveal much to researchers with approved projects.

Nor is this list more than a beginning. One fundraising regulatory group, the Board of Social Service Commissioners of Los Angeles, has 56 jam-packed filing cabinet drawers — 5,400 folders — on organizations that solicit money in that area. The National Information Bureau, a private body, has files of the greatest signifi-

cance, as befits a group with vast power over voluntary fundraising agencies. Surprisingly voluminous files are accumulated by city regulatory bodies or by police headquarters' licensing bureaus or local better business bureaus and chambers of commerce.

The walls of the Greater New York Fund offices are lined with full filing cabinets, even though there and in bodies like the United Foundation (Detroit) will be found IBM cards (hundreds of thousands) designed to eliminate such bulk while expediting service. The Welfare Federation of the Los Angeles Area has various card files on individuals numbering 150,000, 4,500, and 4,000, as well as on 6,000 clubs; there are "thousands" of enrollment cards. Robert Coburn, executive director of the Chicago Joint Appeal, engaged a highly qualified file expert to make his paperwork mountain easier to scale; the writer heartily approves of what is being done there. Elsewhere in Chicago, the public welfare department has an ultramodern file room, and groups like the American Medical Association and the national dental and hospital associations (and the bar association) have files on many social welfare topics. Files in boards of supervisors' offices, in mayors' offices, and in institutions for the aging, children, and the homeless are all part of the social welfare scene. Medical social workers create new files in mental institutions and county hospitals. And government agencies seem to thrive on typescript.

Someday, perhaps in the distant future, the National Archives will face the problem of preparing a preliminary inventory of the records of the Social Security Administration. Since the Archives tries to retain the "permanently valuable," what in the enormous Social Security Administration will prove of value? Individual social security records are closed, as is well known; they are active files. The public assistance case records of the nation, kept in local public welfare department offices, and not a Federal problem, are also closed. The former Commissioner, Charles I. Schottland, writes that most SSA correspondence and reports "might be available for research purposes" if approval of officials in office can be obtained.[5]

The correspondence of a Government bureau like SSA is vastly extensive, as can be imagined. The researcher of some future year would have to know clearly what he wanted in order to use his research time intelligently. Mr. Schottland suggests, for example, that "an analysis of complaints and laudatory letters to the Bureau of Old-Age and Survivors Insurance might be quite indicative of the public attitude toward this program, but it might be very difficult to

[5] Letter, Aug. 31, 1959.

get at it from the standpoint of sheer bulk." He adds that agencies tend to do little research in old files, the research implications of the material being of little interest to them. To this observation might be added the apt judgment of the district director of the Alameda County (California) United Fund that "there is a great deal of material piled up in files that is not used, partly because people cannot lay their hands on it readily, and partly because some of us are just lazy." [6]

The problem of secrecy is as important in the social welfare field as it is in the fields of law and medicine. If the professional relationships between lawyer and client and between doctor and patient give rise to paperwork that is of necessity secret (or at least private), the social worker–client relationship also results in files of material that are deeply personal to the individual. The casework files of local bureaus handling programs of old-age assistance, aid to dependent children, aid to the blind, and aid to the disabled and paying general relief checks will probably never come to archivists. Voluntary agency files on individuals, intimate reports to be found in family and childrens' agencies or adoption agencies, contain much highly charged and deeply emotional data of a type which might even grow in embarrassing importance with time. Archivists should not be deluded into thinking that adoption or aid files from the nineteenth century can be accepted for deposit and research use without trepidation. Who in this audience would like to read in a footnoted treatise that his mother was left on a doorstep in 1898? The writer has viewed such poignant data, but it was locked in a large safe in the agency; his reading of the story of human misery was for "background information" only. A safe is a good place for files containing references to money paid by an agency for syphilis treatments, outrageous accounts of child desertion, tales of brutality (which may be false), and payments by agencies to dope-addict mothers made to keep families together.

Social workers have stood implacably opposed to the revelation of such entirely personal material, and statutory laws or the common law appear normally to protect it (as they should). Whatever one may think of publicizing naked relief roll lists (as was done in Indiana amid much controversy), one can only hope that archivists will be vigilant to avoid *needless* revelations from the private lives of obscure people. And researchers will want to follow the criterion that *to count* is one thing; *to name,* another.

[6] Letter of Alfred G. Wardley, Aug. 31, 1959 (a hardworking executive scarcely to be numbered among the "lazy" ones).

If our archives one day come to contain casework files on individuals and families, those in charge will have to assume the burden of indoctrinating every researcher in his responsibilities. Archivists must also weed out divorce-oriented private detectives up to no good. Since the ultimate goal of the social worker is rehabilitation of individuals and families, that noble goal will only be made more difficult of permanent accomplishment if archivists innocently facilitate the work of even one careless researcher.

As a student of social welfare this writer has long held high the general principle that "the record" ought to be open to trained researchers without restrictions other than those imposed by libel laws and private property rights in written material. But all who are concerned that the rights and dignity of mankind be protected as a basic principle in our nation will urge that archivists enter the field of social welfare manuscripts flying the flag of social morality and brotherly obligation. They can do no less if archival science is a profession in any sense of the word. The archivist who joins hands with other professionals by accepting permanent custody of their records must know and respect the ethical principles of other specialists. The custodian of medical, legal, and social work case files is inescapably, to some extent, a doctor, lawyer, and social worker; he is inescapably restricted in his conduct by their codes of ethics and professional attitudes.

The archivist can easily gather mountains of correspondence in the social welfare field without any qualms about such matters, provided he asks executives, "Are there casework files on individuals in this collection?" If the answer is yes, the next question will relate to safeguards insisted on by the agency gathering them. These safeguards should be in writing. Social workers will be keenly interested in the matter; indeed, they have probably been over vigilant to keep "the layman" from knowing what they do, how they do it, and in detail what it costs. In any event, researchers trained in graduate schools of social work will present no problems of this kind for the custodian of records. Nor will any other researchers, if archivists carry out their indoctrination procedures properly. Too much secrecy will seriously inhibit research in social welfare manuscripts. But few agencies will consent to donate files unless the archivist is fully prepared to give advance assurances that personal information in files will be entrusted only to reputable, trained, and indoctrinated researchers. One warning about overdevotion to secrecy in social welfare research, and we are done with the subject.

Precisely because of the deeply ingrained orientation toward "con-

fidentiality" possessed by social workers, the social welfare field has long resisted research by the outsider. Pull, persuasion, friendship, and the backing of law are often needed by the researcher if he is to see and use "the record." A polite request is not enough. This can be particularly true of records guarded in local government agencies. In California a famous statute commonly called the Brown Act was passed, precisely to counter the tendencies of petty bureaucracy to exclude the stranger, whether scholar or not. The philosophy of the Brown Act should be better known. It says:

> The people of this State do not yield their sovereignty to the agencies which serve them. The people . . . do not give their public servants the right to decide what is good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

A somewhat similar point of view was expressed by former Secretary Marion Folsom of the U.S. Department of Health, Education, and Welfare on February 11, 1957, in testimony before the House Subcommittee on Appropriations:

> Congressional committees say we ought to give information out, and I have taken the position, since I came down to the Department, that we didn't have any secrets in the place, and we ought to give out any information we have on these programs. The people are paying for them and they ought to find out about them.

If this open attitude, and the point of view of the Brown Act, were more common in agency circles, the researcher in social welfare would be able to tell a more complete story and would have fewer problems in the telling.

It might be expected that the writer, long an enthusiast for careful oral history compilation, would bring up the subject at this point.[7] But the action is legitimate, for the tape-recording and transcription of oral history could produce new manuscripts of interpretive value in the puzzling social welfare field. The interviewing of social work leaders, present and past, and of key executives in agencies and government bureaus could, if carefully planned and adequately subsidized, pave the way for tomorrow's historians. The Oral History Research Office of Columbia University contained at the close of the 1950's the reminiscences of four social workers. Its other manuscripts that are strongly oriented toward social welfare are those of three ministers, three civic-minded lawyers, a reformer, two physicians, a government official, and a businessman–community leader.[8]

[7] See the writer's "Oral History *Can* Be Worthwhile," in *American Archivist*, 18:241-253 (July 1955).

[8] Ralph Albertson, Will W. Alexander, George William Alger, Roger N. Baldwin,

Who will step forward with the facilities and the money to do a systematic job of interviewing State welfare directors of the past and present, Red Cross and health agency officials, and other outstanding leaders? Some manuscript reminiscences in this field will have to be created by interviewers and cooperative interviewees if the full story of social welfare activity is ever to be told.

In conclusion, let the writer offer a word of advice on the key matter of where to start when entering the field of social welfare manuscripts as counselor or compiler. Visit the office of the executive director of the community planning council, sometimes called the "welfare council." After making a sober plea for the general worth of preserving the historical record, ask that a more formal presentation be scheduled for a meeting of welfare agency representatives. The ball will be rolling. A simultaneous visit to the executive director of the united fund or community chest and to the director of the public welfare department will be very desirable. An early discussion with the honorary president of the chest or fund, set up by the paid executive director, will pay handsome dividends. Try to form a community "Committee for the Preservation of Social Welfare History," offering to serve as unpaid secretary.

The handful of well-financed archivists hoping to acquire the top-drawer archives of social welfare may want to begin somewhat differently. A good start would be to contact some of the addressees listed at the close of the biennial *Social Work Yearbook*. Some of the most important of those organizations, however (like the American Public Welfare Association, the National Conference on Social Welfare, the National Association of Social Workers, and the Council on Social Work Education), may not care to have outsiders using their correspondence files except under the controlling guidance of their own people. Such coordinating groups engage heavily in efforts to change aspects of the social welfare scene that they find distasteful, and the methods they use as they do battle with contrary-minded groups are likely to be considered private for some time. Yet eventually the archives of national pressure groups and educational groups come to archivists for deposit, especially when leaders pass from the scene. For example, the files of the Association for Labor Legislation and the American Federation of Labor are now safely in archival hands, and the files of the National Civic Federation have been used for comprehensive historical investiga-

Genevieve Earle, Homer Folks, Allan Gregg, Connie Guion, Bruno Lasker, John H. Lathrop, Frances Perkins, Louis H. Pink, Lawson Purdy, William J. Schieffelin, and Lawrence Veiller. The Baldwin and Perkins manuscript memoirs are closed at this writing.

tions. The files of organized labor, incidentally, are of enormous importance for social welfare research.[9]

Social welfare is an area of national significance. Historians are obligated to tell its emotional story some day. It is my considered judgment that they have only modest understanding of the field at this time, unfortunately, and very little active interest. This will change. The exploratory activity already engendered in the history of "philanthropy" (an important part of "social welfare") and the formation of a social work group researching selected aspects of social work history are twin signs that the day of invigorated interest is not too far removed.

Let the archivists meet their responsibility to coordinate, organize, and gather the record in accordance with the best standards and procedures of modern archival science. Then the full story of American health, recreational, counseling, and charitable activity — in sum, American humanitarianism in action — can eventually be told. The repeated telling of the story of the American pattern in social welfare will help guarantee that the practice of "doing good" for others will flourish permanently in our society.

[9] See the writer's "The New Labor History; a Challenge for American Historians," in the *Historian,* 18:1-24 (Autumn 1955).

Abuse of the Telegraph

One glaring abuse of the privileges of the military telegraph to which we are all more or less subject, and which ought to receive official condemnation, is the practice too common with officers of the Army of conducting their entire correspondence by telegraph when the same might be much more satisfactorily transmitted through the regular mails. This practice is, as I conceive, based upon a misapprehension of the uses and purposes of the military telegraph. The beauty and utility of the telegraph as a means of communication is its rapidity; but, as anyone can see, there must be a limit to the capacity of any telegraph line, and to have it lumbered up with long unimportant dispatches at a time when the utmost celerity is demanded for really important dispatches is a perversion of its use which ought not to be sanctioned.

The prevalent idea that he who sends most dispatches is most efficient is as untrue as it is absurd.

— Report of Capt. W. L. Gross, Asst. Supt., U. S. Military Telegraph, Dept. of the Ohio, Danville, Ky., Oct. 13, 1864 (printed as a part of *S. Doc.* 251, 58th Cong., 2d sess.).

Archivists and Records Managers—A Partnership

By LeROY DePUY *

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THE FIELD of archives and records management encompasses a relatively wide area of agreement and disagreement. When we agree, we do so quietly; but we are loud in our disagreements. There are those who believe that the records profession is big enough to provide ample room for archivists, records managers, manuscript custodians, and those with allied interests. There are others who believe that the gulf between archivists and records managers is so wide that it cannot be bridged readily.

If this paper emphasizes the view of the records manager, it is because the archivist's position has been stated often and ably, for instance by Theodore Schellenberg in *Modern Archives*. My discussion today relates largely to *State* archival and records management programs. Others in this session may discuss the subject as it pertains to State government, to Federal Government, or to business.

If there is competition between archivists and records managers, I believe it is one between two branches of a common profession. If this emphasis on differences is pursued with vigor, the entire profession will be the loser; and the entire profession will bear responsibility for the loss. The administration of records, reasonably defined (as in the approach of the National Archives and Records Service), is indivisible. Each part of it depends largely upon every other part. Take away one — records management — from its relationship to the other — archives administration — and you remove a vital link. Combine the two branches and you present a united front whose total impact toward professional betterment is many times greater than the sum of efforts separately pursued. Morris Radoff proposed three years ago that "we strike out boldly":

> Let us recognize as truth that a record being made is the same record which a few years later may find its way into our sanctum sanctorum . . . If we delay we shall be first divided and then overcome by a proliferation of specialties.[1]

* Paper read, Aug. 18, 1958, at the annual meeting of the Society of American Archivists in Salt Lake City. The author previously had been on the staff of the Illinois State Archives. He is now with the Division of Public Records, Pennsylvania Historical and Museum Commission, Harrisburg.

[1] "What Should Bind Us Together," in *American Archivist*, 19:7 (Jan. 1956).

I suggest that the misunderstanding between archivists and records managers is to some extent the result of the "either/or" fallacy to which we Americans seem addicted. In our profession one must be either an archivist *or* a records manager. (Manuscript custodians, historians, and librarians with responsibility for archives can happily remain aloof from this contention.) Dr. Radoff at our Nashville meeting asked this very pertinent question, "Why could not the same man be both archivist and records manager?"

Records management had its origin in archives, but the increased volume of records brought problems too large for the lone efforts of the archivist. To meet the need a new group of specialists arose. The origin of records management was traced by Wayne Grover in his address to the Society in 1954:

> The occasional advice of archivists . . . however helpful, was not enough. The administrators needed the continuous, intelligent, and practical day-to-day assistance of specialists on their own staffs.
>
> Thus arose the records administrators and records managers — specialists not only in the disposition of records . . . but in the numerous details of systems and procedures that go into the paperwork of any large organization. Their common link with the archivist is their interest in improving the quality and decreasing the quantity of an organization's records . . . They contribute to and improve the administrative methods and actions out of which archives are formed.[2]

A heightened professional morale must be developed in which all segments of our group share. We as human beings are prone to look backward to the great days of the "founding fathers." Let us rather anticipate challenges which, if accepted and met with effort, may bring our profession into even greater repute. There are major efforts in which we could exert ourselves as one body — efforts which must depend, however, upon the sum of individual endeavors. Foremost among these is a genuine, objective survey of the effectiveness of State records agencies — to discover just how good or how poor our archival and records management programs are. Mary Bryan and all those records people who provided information for her surveys of archival institutions have laid the groundwork for such a project; there has been considerable discussion of its desirability. I believe we have arrived at the time for action, even though it would take two or three years to complete and even though it would cost money. Whether, for example, such a survey is accomplished by individual institutions on a do-it-yourself basis with subsequent *outside* professional evaluation, or whether it is done by a roving

[2] "Archives; Society and Profession," in *American Archivist*, 18:5 (Jan. 1955).

records-audit team on a regional basis, is of secondary importance. The primary need is for instituting such a project.

A second project that this Society well might encourage is closer liaison between the National Archives and the records establishments of non-Federal governmental agencies. The possibility that this interchange of ideas would benefit primarily other agencies would not, I think, prevent the National Archives from playing a major role. Such an effort could not be expected from the National Archives, however, unless State and other governmental agencies should invite it.

Two other projects might be mentioned as the kind that both archivists and records managers could support. First, I would endorse Wayne Grover's suggestion in his presidential address of 1954 — the establishment of a permanent, full-time secretariat for this Society. Secondly, positive efforts should be made toward obtaining representation from each State and Territory in the Society's activities. Do you not find it difficult to understand the lack of representation in our annual meetings by records people from certain States?

Some projects to which both archivists and records managers could give their support have been suggested. But we must face certain obstacles to effective cooperation of the two branches of our records profession. Let us consider those relating to communication, professionalization, governmental level of operation for the records agency, and the related subject of responsibility to other units of government.

Communication is a subject of such attention these days that it has become almost a conversational fad, and whole seminars have been devoted to it. It is nevertheless one of those subjects we ignore at our peril, and I fear our Society has done just that. We at a professional level have no small responsibility for promoting effective communication, first among ourselves and then with all those with whom we come in contact. This loss in intracommunicating has meant that too many records managers do not fully respect archivists and that too many archivists lack a respectful comprehension of, and consequently sympathy for, the efforts of their fellow records managers.

The Society of American Archivists could cut loose from its early attachment to the American Historical Association, but the Society will be irreparably damaged if it allows records managers to pull away from joint responsibility for records as a whole. The 1957 Detroit meeting of the American Records Management Association,

apparently very beneficial, I cite merely as one example of the splintering of our overall Society. If these tendencies continue they can only weaken what some of us believe should be a united front of archives/records management.

After solving the problem of internal communication within our group we then must somehow persuade the decision-makers in top management that, essentially, we should abandon the attitude that says: "This is the way we do it in *our* State, and we don't care how it is done in any other State." Such an attitude strikes at the very foundation of our professional Society. Changing it, I assure you, is no small task, because we must in effect learn a language largely unfamiliar to the members of our profession. We may have to learn much better the art of "political talk."

The archivist all too often, I fear, does not play his proper role in the affairs of his own government. One reason for this may be his inability to converse in the language of his fellow government officials. I am not suggesting that he lower his standards to fatuous talk about "delivering" votes on election day. If the archivist/records manager promotes real economy in government he can more effectively aid government on election day than in the purported manner of "small-time" patronage clerks "getting out the vote" once every two years. More seriously, though, he had better be able to explain these twin questions: What are archives? What does an archivist *do*? Especially should he be able, in simple language, to explain just what services he can render other officials. He needs, likewise, to publicize his activities for the general citizen.

I believe it not inappropriate to raise the question: How professional a group are we? As additional spheres of activity tend to lend themselves to the professional approach the society in which we live has become increasingly secularized, generally more democratic, and more professionalized. In such a society, does not our association have a compelling duty to become increasingly professional? This duty *is* compelling because of our place in the structure of government — again I am speaking from the standpoint of government — and because *we* have the responsibility for the preservation of its records.

Let us look, then, at one aspect of the professional approach, the archivist as scholar. Archivists on a number of occasions have expressed concern about the lack of scholarly output from their fellows. Such concern was forcefully stated by the president of our Society, Lester J. Cappon, at the Columbus meeting in 1957:

. . . both in historical origin and in the function he performs the archivist is not

a mere caretaker of the paper residue of the past but a person with scholarly proclivities and, at best, a scholar himself. And his field of scholarship, however narrowly or broadly defined, is history.[3]

I agree that the archivist should be a person with scholarly proclivities. I feel constrained, however, to point out that concern with scholarship is likely to have a divisive effect by pushing records managers farther apart from archivists. Concern with scholarship means to the records manager interest in "academic" pursuits. The more "pragmatic" public-administration or business-administration education generally expected of a records manager differs markedly from the background expected of the archivist. True, there are certain defects in the records manager's training, for instance, the lack of courses in methods of research to enable him better to evaluate and analyze the archival types of records that he necessarily encounters.

The archivist today needs to be primarily an administrator; if, in addition, he can be a practicing scholar, so much the better. As a rule, however, the archivist as an administrator and his associate archivists as supervisors just do not have the time to do research of their own and still carry on their regular duties. The archivist's function, as it concerns research, is a simple one — to furnish meaningful assistance to the scholar who may use his archives. Only the archivist knows his own material; only he can aid fully the researcher. Whether full assistance has invariably been furnished in response to reasonable requests is a question of more than academic concern. This unhappy situation results partly from the lack of alert, interested, imaginative staff members. The archivist himself may have fallen victim to a regular routine of providing only those services specifically requested.

We have shirked our responsibilities in that we have not opened our archival treasures fully to all those who have legitimate interest. To be sure, we have prepared detailed guides for those hardy souls with sufficient fortitude to journey to State capitals and university cities, a number of them remote. But all too often we have ignored the researcher who is unaware that we have archival materials in his field of interest. I believe it is our duty not only to *prepare* but to *publish* information on the holdings of our institutions. Anything less means shirking our full responsibility.

We should not expect to write histories ourselves or to pursue research in our own archives. As I see it, our responsibility is to arrange our records in such a manner that responsible researchers

[3] "Tardy Scholars Among the Archivists," in *American Archivist,* 21:3 (Jan. 1958).

can, with reasonable effort, unearth new material. If we do so our history can be reevaluated in terms of new meanings and in the light shed by new disciplines. Today we all believe that history is much more than a chronicling of political and military events. History, meaningful and comprehended, is also the story of our culture, our economy, our social background. It recounts the total experience of individuals and groups that make up our experience as a nation. The political scientist, the economist, and the sociologist will also become our clients if we on our part show interest in their quest.

Having discussed the subjects of communication and professionalization let us turn now to a consideration of the place of the records agency in the hierarchy of government. The records manager agrees with Dr. Schellenberg that his own records management program must be placed at the high governmental level prescribed for archival administration, one which will "enable it to deal *effectively* with all other agencies of the government." [4] But the records manager finds that all too often his archival colleague has been placed at an organizational level one or two steps too low to carry out an effective, meaningful program. His immediate reaction is that it is futile for the two to work together.

What Dr. Schellenberg has to say about the responsible archivist could well include the records manager with administrative responsibility:

> The effectiveness of an archivist . . . depends upon his status in the government, and his status should depend upon the nature of the work he is to accomplish. . . . If the archival program is a new one, . . . [the problems he encounters] may relate to matters that are ordinarily handled only at top governmental levels, such as the placement of his institution in the governmental structure, its legal authority, and its policies that have governmentwide effect. Or they may relate to various phases of the execution of the new program, such as . . . the formulation of policies regarding access and preservation. . . . If most of his problems involve policies handled at the top governmental level, he should be placed high enough in the hierarchy to enable him to deal effectively with government officials on them. He should then be able to deal with other government departments on the basis of equality.[5]

What then should be the relationship of the archives/records management agency to its parent State government? What should be its responsibility to other State officials? I believe that it should be an integral part of State government. For this task it should form a major division of a department of administration or admin-

[4] T. R. Schellenberg, *Modern Archives; Principles and Techniques,* p. 121 (Chicago, 1956).

[5] *Modern Archives,* p. 121.

istrative services or of an independent archival and/or historical commission; or it should function as an entirely separate department. The records unit should be a service agency for all other units of State government, just as the National Archives and Records Service serves the Federal Government. The archives/records management agency must have budget sufficient and personnel adequate to furnish whatever precise services it agrees initially to perform, but in a relatively short time it should provide all needed records services in the three main areas of creation, maintenance, and disposition. As a service agency, the only significant test is that it contribute to increased efficiency and economy in terms of the management of records.

The State Archivist's responsibility to other officers of his State government concerned Henry Howard Eddy some years ago:

> Our direct service to the governments of our states is thus limited chiefly by the circumstances that we are too busy serving the public, or rather a certain specialized and insistent portion of the public, spending our energies where they contribute somewhat less than they could if invested in larger tasks of more sweeping significance. We have not made our state archives service agencies in the sense in which the National Archives is a service agency . . . If state archives and state archivists are to become and remain briskly vital, if they are to grow and continue significant in the scheme of state affairs, we must make a more definite contribution to the continuing efficiency of our state governments.[6]

If such an integrated archives/records management task is performed by the archival agency, then the records manager can willingly work alongside the archivist. Today's new responsibility that the archivist/records manager owes to other officials of government is nothing less than a fully integrated archives administration, records management, and paperwork control program.

[6] "The Responsibility of the State Archivist to the Other Officers of His State Government," in *American Archivist,* 11:30 (Jan. 1948).

Such a Multiplication of Copies

Time and accident are committing daily havoc on the originals deposited in our public offices. The late war has done the work of centuries in this business. The lost cannot be recovered; but let us save what remains: not by vaults and locks which fence them from the public eye and use, in consigning them to the waste of time, but by such a multiplication of copies, as shall place them beyond the reach of accident.

— Thomas Jefferson to Ebenezer Hazard, Feb. 18, 1791; original in the Historical Society of Pennsylvania.

Announcing publication of . . .

INDEX TO THE *AMERICAN ARCHIVIST*

Volumes 1-20

A detailed subject and name index to the first twenty volumes (1938-57) of the *American Archivist*, compiled by Dorothy R. Swift under contract with the Society of American Archivists, will come off the press early in January 1960. The price of this index will be $6.00 a copy to members of the Society and $8.00 to subscribers and others. Orders with checks in the appropriate amount should be sent to Leon deValinger, Jr., Treasurer, Hall of Records, Box 710, Dover, Delaware.

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The American Jewish Archives

By JACOB R. MARCUS *

American Jewish Archives

FOUNDED in 1947 on the Cincinnati campus of the Hebrew Union College-Jewish Institute of Religion, the American Jewish Archives has become, during this first decade of its existence, a major center of research in American Jewish history. Although its patron, the Hebrew Union College-Jewish Institute of Religion, is the scholastic arm of the Reform movement in Jewish life, the Archives actually functions as a separate and national institution without distinction as to religious background and orientation. The Archives is interested in collecting material reflecting the life and history of American Jewry. It is as much concerned with Orthodox and Conservative Jewish life, and even with strictly secular Jewish life, as it is with Reform Jewish life in America. Consequently, its patronage by Reform Judaism notwithstanding, the American Jewish Archives is not in any substantial sense an ecclesiastical or church-oriented organization. It takes as much interest in secular developments, such as the Jewish labor movement, as it does in religious activities, such as the synagogue and the synagogue school.

It is possible, even desirable, for the Archives to avoid an exclusively religious concern inasmuch as the Jews in America as elsewhere constitute not only a religious group but also — and equally so — an ethnic and cultural group. The Archives construes the terms Jew and Jewish life in their widest possible connotations — inclusive of economic, secular, religious, and cultural activities. What roles have Jews played in American economic life? What secular forms have involved Jewish interest and participation? What has been the scope of the Jewish religious scene in America? What cultural enterprises, both general and Jewish, have engaged the energies of American Jews? All these questions are to be taken as germane to the work of the American Jewish Archives.

The author, Adolph S. Ochs professor of American Jewish history at the College-Institute in Cincinnati, has been director of the Archives since its founding. Though his field of interest and research

* Paper read for the author, Aug. 18, 1958, by the Rev. Alcuin Greenburg, O. S. B., at the annual meeting of the Society of American Archivists in Salt Lake City. The author is Director of the American Jewish Archives.

was at first European Jewish history, he became increasingly convinced during the 1930's and early 1940's that the American Jewish community was destined to play an ever more central part in modern Jewish history. Even before the end of World War II he realized that American Jewry, which qualitatively if not quantitatively had been from its midseventeenth-century foundations little more than a postscript to European Jewish life and culture, would shortly find itself in a position of hegemony on the world Jewish scene. This realization was completely — and grievously — confirmed by the disclosures at the war's end of the terrible fate of the once proud and populous Jewish communities of Central and Eastern Europe. These communities were, in effect, no more. The Nazis had ravaged them, and even those Eastern European Jewish groups that had been spared the Nazi gas chambers and crematoria found themselves seriously stifled and blocked, in any cultural terms, by the Communist regimes. Only in America on the one hand and in the Holy Land on the other could there be any hope for a creative and vital Jewish future, and the Jewish community in the Holy Land was an embattled enclave in a vast wilderness of Arab hostility.

There was, however, another and equally decisive basis for American hegemony in the Jewish world. World War II left the United States a major world power, politically and economically the wealthiest and probably the mightiest nation in the world. American Jewry shared in this international preeminence of its native land. The high degree of sophistication demanded of the United States by her new responsibilities was reflected also in the American Jewish community. On the eve of the three-hundredth anniversary of its establishment, American Jewry became sharply aware of the need for self-examination, the need for insight into and understanding of its historic experience that its new role of world Jewish leadership imposed. As a result, therefore, both of the Nazi catastrophe in Europe and of America's new international importance, the American Jewish Archives came into being. It was the response to a need — a need for accurate, objective, scientific research in an area that had previously known little more than apologetics.

The Archives is dedicated to the assembling and classification of important documentary material casting light on the history and experience of the American Jew. Though concerned primarily with materials relating to the United States, it is also interested in Canadian and West Indian Jewish history and even, though thus far to a lesser extent, in Latin American Jewish history. At this writing the Archives has in its files literally hundreds of thousands of separate

documents and source materials, a constantly expanding collection that runs to millions of pages. Not all these materials, to be sure, are in their original form. A large proportion of the Archives' holdings consists of microfilmed and photostated materials.

In the Archives is the largest existing collection of the minute books of American Jewish religious and social organizations. Some of this material dates back to the colonial period, as in the case of New York's Congregation Shearith Israel, now known as the Spanish and Portuguese Synagogue, and Newport's Congregation Yeshuat Israel, by Congressional act a national historic site, now known as the Touro Synagogue. Other materials are very recent, for example the congregational and board minutes of the Ohev Israel Synagogue in Newark, Ohio — material originating in the 1950's. Taken all together, the Archives' collection of congregational and societal records includes more than 500 volumes and consists of material in Dutch, Spanish, Portuguese, Hebrew, German, Yiddish, and other languages, as well as English.

The Archives has also a vast collection of papers relating to individual American Jews — prominent businessmen, jurists, rabbis, and the like. Its files include the correspondence and business ledgers of such important colonial citizens as the Newport merchant-shipper Aaron Lopez; the New York merchant Uriah Hendricks, founder of a family famous in American industrial annals; the Georgian Jewish Leader Mordecai Sheftall, a Revolutionary War hero; and the Canadian entrepreneur Samuel Jacobs, to mention only a few. The Archives includes important eighteenth- and nineteenth-century papers — the letters of Rebecca Gratz, Haym Salomon, Myer Myers, David Salisbury Franks, Mordecai Manuel Noah, Uriah P. Levy, Judah Touro, Solomon Etting, and Judah P. Benjamin, again to mention a bare handful. The files of the Archives contain, furthermore, huge and significant collections such as the papers of Jacob H. Schiff, Felix M. Warburg, Louis Marshall, Boris Bogen, and the Franks, Minis, and Gratz families. Among its holdings are the papers of a host of American rabbinical leaders — William Rosenau, Max Heller, Moses J. Gries, David Philipson, Hyman G. Enelow, Gotthard Deutsch, Kaufmann Kohler, Isaac Leeser, Isaac Myer Wise, Marcus Jastrow, and many others.

Well represented also are wills, diaries, naturalization papers, marriage contracts, peddlers' licenses, biographies and autobiographies, genealogical charts, newspaper clippings, pamphlets, brochures, broadsides, and other documentary sources, all relating to the Jewish experience in America. There are Revolutionary War

papers, Civil War documents, Admiralty materials, Congressional records. There are scores of memoirs. The Archives also collects pictures touching on all phases of American Jewish life; its pictorial collection is outstanding. Except for a few items on which the donors have put special restrictions, all this vast store of material is available to, and widely used by, Jewish and non-Jewish scholars all over the world.

The Archives does not consider its sole function to be the assembling of historical materials. It is also a research center and expends a good part of its resources in publishing projects. In June of 1948 the first issue of the Archives' semiannual journal, *American Jewish Archives,* was published as an important part of the Archives' plan to disseminate scientific information about American Jewish history. Appearing now in April and October as a magazine of about 100 pages, the journal contains articles of *genre* as well as professional interest and includes lists of recent acquisitions. Beginning with the sixth volume each volume contains a comprehensive index, and an index to the first five volumes is now in preparation. To mention briefly a few of the outstanding projects that have been carried out in the journal during the first ten years of its publication, the issues of June 1954 and January 1955 were devoted to the Tercentennial of the American Jewish community and included such items as a translation of Isaac Mayer Wise's autobiographical "Meine Bücherei," an essay, "The Social Philosophy of Emil G. Hirsch," and a discussion of a number of hitherto little-known documents preserved in the Netherlands that shed light on Brazilian, West Indian, and New Amsterdam Jewish history. The October 1956 issue of *American Jewish Archives* was devoted to Jewish history in the American West and presented, on the basis of original documents, a panorama of Jewish life and experience in the pioneer Territories that later formed 17 of the Western States. The June 1955 issue of the journal featured an imposing monograph on "The Social Justice Movement and the American Reform Rabbi." The Archives magazine, we believe, is welcomed by the National Archives and the Library of Congress and by libraries, scientific institutions, and scholars all over the world.

A scholarly semiannual journal by no means exhausts the list of publications offered by the American Jewish Archives. The Archives itself has published a number of historical works, such as Bertram Wallace Korn, *The American Reaction to the Mortara Case: 1858-1859*; Jacob Rader Marcus, *Jewish Americana; an American Jewish Bibliography*; and *Essays in American Jewish History,* this last a

Festschrift in honor of the Archives' tenth anniversary. Its publishing endeavors have constituted a substantial contribution to the small but growing number of books comprising the scholarly literature of American Jewish history.

In the spring of 1956 the Archives took on a new dimension through the establishment of the American Jewish Periodical Center. This agency, financed by a special grant from the Jacob R. Schiff Fund, was founded to collect, largely on microfilm, American Jewish periodical literature. It is planned to assemble as complete a collection as possible of American Jewish periodicals from 1823 to 1925, with a selection of periodical materials after that year as a continuing project. Although most of these items are in English, a sizable proportion is in Yiddish, Hebrew, Ladino, German, Polish, Hungarian, and Serbo-Croatian. These materials are available to scholars through interlibrary loan.

In a programmatic statement, the Director of the Archives has said that "the task of the Archives is as endless as history itself." In fact, the Archives not only devotes itself to the materials of the past, but with equal interest and concern sets itself to collect contemporary materials, so that scholars years hence can turn with confidence to its files in writing what will then be the history of our own day. The Archives does not propose to wait for the materials of the present to be assembled by the scholars of the future. Thus it looks forward as well as backward in its service to a scientific study and compilation of the records of American Jewish history.

No Miraculous Endowment

Now we have no illusions that a mere study by research workers of the letters, messages, memoranda, and books deposited by many individuals here will miraculously endow their readers with wisdom.

Factual information must be energized by the force of reason, understanding, and interpretation. To the true historian, trends are more important than the recorded deeds of any period. A study of events of the past half century shows that the compelling forces have been at work, causing trends which will carry into decades ahead with persistent momentum.

— President Dwight D. Eisenhower at the ground-breaking ceremonies of the Eisenhower Presidential Library, Abilene, Kan., Oct. 13, 1959.

Editor's Forum

Editorial Succession

The new editor succeeds to responsibilities never taken lightly by his predecessors. The late Theodore Calvin Pease edited this journal from its first issue, of January 1938, through that of April 1946; his successors were Margaret Cross Norton (July 1946-April 1949), Karl L. Trever (July 1949-October 1956), and G. Philip Bauer (January 1957-October 1959). Their standard of excellence the new editor can but strive to sustain. From Dr. Bauer's editorial staff the services of Elizabeth Hawthorn Buck as associate editor, Henry P. Beers as review editor, and Karl L. Trever as advertising editor continue. Grace Quimby continues as compiler of the annual bibliography, Dorothy Hill Gersack succeeds to the editorship of "News Notes," and Lester K. Born edits the revived department of "Abstracts of Foreign Periodicals." Julia Ward Stickley comes to the staff as editorial assistant.

Florence E. Nichol of the National Archives continues as a member of the editorial board. The new board members are John C. L. Andreassen, Director of the Louisiana State Archives and Records Commission; David C. Duniway, Oregon State Archivist; and Richard G. Wood, Director of the Vermont Historical Society.

Annual Bibliography

The list of "Writings on Archives, Current Records, and Historical Manuscripts, June 1958-June 1959" will be published in the April 1960 issue. This will be the seventeenth annual bibliography to appear in the *American Archivist*. As was the practice until 1957 the bibliography will be a consolidated list comprising titles published in the United States and in other countries. The content cutoff has been advanced to June 1959; each future list, scheduled to appear hereafter in the January issue, will have a cutoff of June 30 of the previous year.

Polish Archives

The editor has received from H. Altman, Director General of the Archiwów Państwowych at Warsaw, the following letter, dated January 30, 1959:

The Main Directorate of State Archives in Poland has just received No. 2. 1957* of the periodical "The American Archivist" with the paper: "The Preservation of the State Records in Poland" by Mrs. Janina Wojcicka. We must express our sincere satisfaction that the Society of American Archivist[s] whose organ is the periodical "The American Archivist" has taken an interest in the Polish Archives, their organization, and activities of the Polish Archives Service.

We, however, cannot but express our regret that the paper of Mrs. J. Wojcicka, although containing a number of more or less accurate figures and chronological and historical data from several years ago, nevertheless displays before the readers of "The American Archivist" a picture of Polish Archives not conforming to the reality. Not having the exact knowledge of the postwar activities of these archives, the author throws upon them onesided and inaccurate light . . . misinforming . . . the American archivists who take an interest in the structure and role played by the Polish archives in the cultural and particularly in the scientific life of the country.

The conditions in which the Polish archives are working, the objects they have to attain, and the tasks they are realizing, are constantly discussed in the periodical "Archeion" the organ of the Main Directorate of State Archives; in its columns moreover the accurate, precise and extensive reports of the activities of the Polish archives service are published every year. The characteristics and the part played by the Archives in the life of the Polish Popular Republic have been discussed also in the publication based on precise documentation, issued in 1956 in French under title "Les Archives de la République Populaire de Pologne."

The Polish archives which have been until recently under the direct supervision of the highest executive organ: the Prime Minister (they are now under the supervision of the Minister of the Highest Education) gained an influential position they had never possessed before the 2nd World War. This position gives to the Main Directorate the opportunity for an efficacious and far-reaching influence in the activities of separate archives with the exception of those to which the access in every political system is being limited by special restrictions. To obtain such a position in the administrative hierarchy a number of Main Archives Directorates in separate capitalist countries are aiming at, what has been expressed in many instances, e. g. at the international "Round Table" archival conferences.

If the up-to-date material[s] produced by the Home Ministry, the Ministry of National Defense and the Ministry for Foreign Affairs are not accessible in Poland for scientific research, it must be said that this phenomenon is quite general all over the world with this difference only that in several countries the rigours in this respect are considerably more severe and sharp than in Poland.

If the archives of the political parties in Poland are not subjected to the control of the Main Directorate, it is well known that an analogous state of

* *Editor's note: i. e.*, no. *3*, 1957.

affairs exists generally all over the world. The American archivists will certainly not deny that the archives of the Republican or Democratic Party in USA are subjected neither to the supervision of USA Federal or State Archives nor to the control of other public archives.

On the other hand, all source material[s] in the Polish archives without exception, including also the records which have originated as a result of the activities of industrial, technical, and economical enterprises, are accessible to the scientific research of all scientific workers without exception, with the consideration of standing orders for all archives, among others, for archives in . . . Western Europe.

It would be impossible not to add to the above that a long series of scientific publications issued in the post-war Poland, and based on the sources preserved in Polish archives, are the most striking and accessible . . . proof of a free use of those archives. Whoever wishes to be informed conscientiously and objectively about the Polish archives, without any political tendency, may achieve this on the basis of the available source material.

The conclusions reached by the author of the mentioned paper in "The American Archivist" proclaim that: "our [i. e. American] National Archives has nothing common with the State Archives in Poland." If this conclusion is to be correct it should be supplemented by the assertion that the American archives have no common traits with any European archives whatsoever. We base this assertion on the one hand on the repeated statements at the international meetings of archivists (International Archives Council, Conferences of "Table Ronde des Archives") in which Poland is actively participating; in which our colleagues from other countries have emphasized the common traits and interests of archivists in all European countries including Poland, especially as concerns the archival methods, the availability of archival material, and the role of archives in the historical research. On the other hand, a great number of scientific workers from many capitalist countries in Europe and in other countries who are repeatedly visiting the workrooms of the Polish State Archives bear witness to the usefulness of the Polish archives for the scientific research. We take the liberty to express a doubt whether the American historians would agree with the conclusion of the author as they are visiting the Polish archives with ever growing frequence to get from them the material necessary for their scientific purposes.

We call attention to those most essential aspects of the structure and activities of the Archives not only in Poland but in all other countries as well, and express a hope that the Editor of "The American Archivist" will not refuse to publish this enunciation in his periodical.

H. Altman

The foregoing letter, which is printed also (in Polish) in *Archeion*, vol. 30 (1959), has been referred to Janina Wojcicka of the Slavic and Central European Division, Library of Congress, author of the article referred to. Dr. Wojcicka, on November 17, 1959, provided the editor with the following statement:

Mr. Altman is to be congratulated on the implicit acceptance of the objective that Polish archives should be freely available to all, including scholars from noncommunist countries. He makes some other points which are at variance with my article, "The Preservation of the State Records in Poland." These points are discussed below in the order submitted by Mr. Altman.

1. In the second paragraph of his letter the article is described as "inaccurate" and "misinforming." No specific complaint is cited but a general claim is made that the author does not have "the exact knowledge of the postwar activities of these archives."

It is admittedly difficult to respond to such general criticism. The article dealt with the archival situation prior to the Revolution of 1956. It is the consensus of most western scholars that a distinction should be drawn between conditions prior to the events of 1956 and those of the Gomułka era. It is disappointing to see a letter on the degree of freedom in Poland which ignores these differences. It is even distressing to find the entire period lumped under "postwar activities."

2. In his fifth paragraph, Mr. Altman raises a second criticism of the article on the ground "that in several countries the rigours in this respect [restricted availability of current police, military, or state archives] are considerably more severe and sharp than in Poland."

It is difficult again to respond to this criticism without knowing which countries Mr. Altman has in mind. However, while one might agree with Mr. Altman in deploring these restrictive policies, it is necessary to add that the article in question was not concerned with the archives of these countries.

3. In the sixth paragraph, it is argued that if the archives of the political parties in Poland are not subjected "to the control of the Main Directorate," an analogous situation exists all over the world, as in the case of the Republican or Democratic parties in the United States.

This comment seems to refer to the statement, on p. 197 of the article under discussion, that the archives of the Communist Party are not included in the State Archives. No reference was made to "the political parties in Poland." While Mr. Altman's delicacy is understandable, the records of the Republican or Democratic parties are not comparable to those of the Communist Party. The failure to put the records of the Communist Party under the supervision of the Main Directorate of Archives and the failure to make at least the older documents available to historians may present a loss to scholars of significant historical records. This is the point made in the article: The records of the Communist Party are not included in the State Archives. Does Mr. Altman deny this fact?

4. In the eighth paragraph, the claim is made that scholarly publications have been issued which were based on sources preserved in Polish archives. It is added that one may be objectively informed "on the basis of the *available* source material" [italics mine].

This encouraging policy statement was not available at the time of writing

of the article. Rather, the statement of the Chairman of the Archival Council of the Main Directorate, Professor Tadeusz Manteuffel, who is also Director of the Historical Institute of the Polish Academy of Sciences, was used (p. 198). Professor Manteuffel announced in 1955 at the Third Methodological Conference of Archivists that the archival science is a service science to the science of history and that history has two objectives: first, to prepare a Marxist synthesis of Polish history, and second, to destroy the falsification of the so-called bourgeois historiography. Is this what Mr. Altman means by objectivity "without any political tendency?"

5. In the ninth and penultimate paragraph, Mr. Altman points to the participation of Polish archivists in the second International Archives Round Table and the fact that more material is being made available to American scholars.

The participation of Poland in the Round Table Conference took place in 1955 and consequently was noted on p. 198 of the article under discussion. The expansion of archival service since 1956 would similarly have been mentioned if the article had been written on the basis of the post-1956 situation.

In sum, my article emphasized that the Polish archives as of 1956 differed markedly from the American concept in two important respects: the greater degree of restriction in dissemination of information in the archives, and the political objectives which are intended to govern the Polish archival collections. To corroborate the latter point many statements in *Archeion* could be cited to demonstrate these propaganda and political tendencies. For instance I would like to quote here an official statement made in 1951 by Rafał Gerber, Chief of the Main Directorate of Polish Archives that ". . . any archival exhibition, which contributes to solving a particular scientific problem, also serves as a propaganda tool. It must have a clear political tendency. Only in this case will archival exhibitions serve their purpose." [*Archeion*, vol. 19/20, p. 16 (1951).]

JANINA WOJCICKA

Back Issues

Inside the front cover the Society advertises for certain back issues of the *American Archivist* needed to replenish its dwindling stock. Members and others wishing to purchase, rather than sell, single issues should send their orders to the Treasurer, Leon deValinger, Jr., Box 710, Dover, Delaware. Xerox-reproduced copies of vols. 1-20, as a complete serial or in single issues out of print, are for sale by University Microfilms, Inc., 313 North First St., Ann Arbor, Michigan, from whom quotations may be obtained. In addition, vols. 1-21 are available on 35-mm. positive microfilm at a cost of $65; orders for these microcopies should be sent to the Secretary, Dolores C. Renze, 306 State Museum Building, Denver 2, Colorado.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Problems of Scholarly Publication in the Humanities and Social Sciences; a Report Prepared for the Committee on Scholarly Publication of the American Council of Learned Societies, by Rush Welter. (New York, American Council of Learned Societies, 1959. xii, 81 p.)

Have you ever written a scholarly book or article and then discovered that you could not get it published? If so, probably you were bitterly disappointed. In this report you may possibly find comfort, for it indicates that some kinds of scholarly writings are as much as ten times less likely to win a publisher than other kinds. But the odds favor your distress being intensified by the findings of this comprehensive survey. For it indicates that, on the whole, manuscripts in the disciplines reviewed — English, history, political science, philosophy, French, the classics, music, art, and geography — are not to be viewed with as much despair as scholars' and publishers' talk often suggests. Very roughly speaking, a book-length manuscript is likelier than not to be accepted for publication without a subsidy and has three chances in four to be accepted if the author or some benefactor of a university press provides a partial subsidy. An article you write in any of the four fields first named may have only one chance in four of being printed in an appropriate scholarly journal; but, on the average, more than four of every five articles by scholars get into print.

Presumably, therefore, when the disparate elements have all been considered, there is more reason for an optimistic outlook upon the recent past, the present, and the future of scholarly publication than many scholars suppose. And this report, which persuasively justifies that conclusion, is based chiefly on the American experience of 1955-57. In the last of those years the Ford Foundation made the prognosis brighter by announcing an appropriation of nearly one and three-quarter million dollars for grants to university presses within five years to support book publication in the humanities and social sciences. The approximate result in the first two years was that an annual output of 750 titles by such presses was increased to 900. How eloquently do such figures testify to the dependence of scholarly publication upon philanthropy! How dark the picture would become immediately if such benefactions should cease!

The survey that lies behind this succinct book began late in 1957. On the committee that superintended it the president of the American Council of Learned Societies served as chairman. Readers of this journal may want to look up his article of eight paragraphs on "The Unique Role of the University Press," in *Scholarly Books in America,* vol. 1, no. 1 (Spring, 1959), which can be obtained from 1525 East 53d St., Chicago 15. The committee consisted also of nine other men — three each representing commercial publishers, uni-

versity presses, and scholars. For a year Rush Welter, historian on leave from Bennington College, pursued the investigation. Sharply divergent views characterized the committee's beginning; it ended with remarkable unanimity.

By questionnaires and otherwise, data were gathered to reflect the experience and attitudes of about 500 scholars, the editors of 72 scholarly journals, the directors of 34 university presses, and 8 commercial publishers. The findings are cogently interpreted, and too much is not claimed for them. The presentation has three chief merits. (1) It reveals clearly and repeatedly that many interests are at stake in the world of scholarly publication and that individual considerations make generalizations risky. It does not fail to state the discovered problems in terms of the distinctive needs of different disciplines. It exhibits awareness that scholarly writings are of different kinds and come in different lengths with widely varying degrees of quality. (2) It is pervaded by a frequent insistence that crassly economic factors should be outweighed by the values to be found in any contribution to the advancement of scholarship. It even pleads the cause of immature scholars whose works prove that they have not yet "arrived" but that they evince promise. (3) Although its major purpose was to define problems rather than to solve them, it often points — with deceptive quietude that becomes, upon rereading, convincing logic — to measures that would alleviate or remove those problems.

I find the author's style not easy to read. Using as samples the fifth paragraph in every chapter, I counted 21 sentences averaging 49 words each. Application of the Rudolf Flesch and Dale-Chall readability tests indicates that others will find this little book about as "heavy" as any ever comes.

Archivists may be especially interested in the discussions of photographic and near-print substitutes for letterpress publication. These are on pages 39-42 and 63-65. The viewpoint is that of the skeptical.

The committee's chairman confesses that this book might itself have become a publication problem but for a total subsidy. The scholarly world should be grateful to all who contributed to it, including the underwriter who covered publication costs.

W. Edwin Hemphill

South Carolina Archives Department

Archiwum Stanisława Augusta, by Piotr Bańkowski. (Naczelna Dyrekcja Archiwów Państwowych, Monografia archiwoznawcza; Warszawa, Państwowe Wydawnictwo Naukowe, 1958. 315 p.)

The two major problems connected with the archives of the Chancellery (Executive Office) of King Stanislas Augustus Poniatowski involve determining their historical origin and reconstructing their inventory. This book treats each subject in a separate chapter and contributes a considerable amount of original material that should help solve both problems. Great pains are taken to demonstrate that the archives are the record of the Chancellery rather than merely the private papers of the King. The Royal Chancellery was established in 1764. Most of the archives originated in its activities from that time until the downfall of the Kingdom in 1795, but some records date back as far as

the fifteenth century, for example those dealing with Polish-Turkish and Polish-Prussian relations. The archives have been scattered for the past 150 years.

After the failure of the Kościuszko uprising and the third partition of Poland, Stanislas Augustus was forced into exile at St. Petersburg. Although he took with him a large collection of letters and documents and had others forwarded, most Chancellery archives remained in Warsaw as part of his private collection. After the King's death in 1798, the records were widely dispersed and many of them were destroyed. Fragments can be found today in various collections in Poland and abroad.

In 1795 at the request of the King, Bishop Jan Albertrandy, the last Royal Archivist, made an inventory of the archives, apportioned into 575 collections of records. One copy of the list was sent to the King and was subsequently lost in Russia. The other copy, which remained in Warsaw, was destroyed in a fire at the outset of World War II. An imperfect transcript of the inventory in the possession of Mr. Bańkowski disappeared during the Warsaw uprising in 1944. Notes made by the author and based directly on this transcript, along with fragmentary and supplementary data gleaned from various Polish collections, became the foundation upon which Albertrandy's inventory has been partially reconstructed.

Under the King's supervision the records of the Chancellery had been organized into three major groups, dealing with Polish internal affairs, Polish foreign affairs, and the affairs of foreign nations. The first group consisted of documents of the legislative and executive branches of the government, including reports on the King and on the uprisings in Poland. The second group recorded Poland's lively diplomatic correspondence with Austria, Prussia, Russia, and Turkey. The third group comprised miscellaneous papers on England, France, the Italian States, Prussia, Russia, and Sweden.

Besides giving valuable insight into the history of the collapse of Polish independence, the archives provide many glimpses into the political, social, and cultural life of the period. Annotations, which describe the contents and record both the source and present location of some of the documents, increase the usefulness of this book. Historians in particular will find the work a most valuable tool for any further research on the period of the last King of independent Poland.

JANINA WOJCICKA

Library of Congress

DESCRIPTIONS OF RECORDS

Guide to the Diplomatic Archives of Western Europe, ed. by Daniel H. Thomas and Lynn M. Case. (Philadelphia, University of Pennsylvania Press, 1959. xii, 389 p. $7.50.)

Thanks to Fulbright, Guggenheim, and other grants, more and more American scholars and students are now able to go to Europe and conduct research in its archival depositories. In preparing themselves for their studies abroad, they

can no longer turn to the *Guide International des Archives* and the *Internationaler Archivführer,* both of them published in the 1930's and completely out of date. Hence this *Guide to the Diplomatic Archives of Western Europe* will serve as a badly needed means of orientation for students of the history of the area's international relations. Edited by Daniel H. Thomas of the University of Rhode Island, whose interesting article on the "History of the Diplomatic Archives of Belgium" readers of this journal will remember, and by Lynn M. Case of the University of Pennsylvania, the volume was planned as "a *vademecum* or a scholar's *Baedeker* for those interested in finding and making the fullest use of the original documents of western Europe." At the same time, it was to be a *volume d'hommage* for William Ezra Lingelbach, whose friends and former students have contributed the various country chapters.

They have done so on the basis of their intimate knowledge of the history and archival resources of the countries covered — Austria, Belgium, Denmark, France, Germany, Great Britain, Italy, the Netherlands, Norway, Portugal, Spain, Switzerland, and the Vatican City. Also included in the volume are chapters on the diplomatic archives of Bavaria, a former state, those of the League of Nations, the United Nations and UNESCO, and, as a welcome supplement, a chapter on "Public Opinion and Foreign Affairs." In assembling their data, the many distinguished authors, among them Arthur J. May, Waldemar Westergaard, Raymond J. Sontag, Manoel Cardozo, Oron J. Hale, and Richard H. Heindel, to name but a few, have enjoyed the help and advice of leading archivists of the respective lands. The chapter on the Netherlands, coauthored by D. P. M. Graswinckel, and that on the League and the United Nations, by Robert Claus and Irving P. Schiller, show the competent hands of the professional archivist.

While rightly the editors have not attempted to force uniformity of approach upon their collaborators, most of them follow a common pattern of organization and furnish the same basic information. Beginning with a brief but adequate history of the chief depositories containing diplomatic records, they give a description of their principal holdings and their arrangement and a listing of published documents and of published guides and inventories. There is also provided useful information relating to the administration and leading officials of the various establishments, opening periods and hours, availability and cost of photographic service, libraries of the area and their eventual archival holdings, and finally advice with regard to living arrangements.

Here then is an extremely helpful publication that will enable the scholar in the field of diplomatic history to prepare himself for the work he plans to do abroad and that will save him considerable time after he has arrived *in situ*. Archivists, too, will be pleased to have available carefully assembled data on many of the important archival establishments of Western Europe, though they might question the wisdom of including the names of responsible archivists, given the ephemeral value of that type of information. If suggestions for a second edition are in order, this reviewer regrets that not more has been done to relate this *Guide* to our consistent efforts to acquaint the American scholar with research materials abroad and to obtain copies of them for his use. The

copies in the Library of Congress, for instance, are mentioned in two chapters only. There should have been an introductory chapter calling the reader's attention among other things to the Bemis-Griffin *Guide,* to Roscoe Hill's *American Missions in European Archives,* and to the work of the Committee on Documentary Reproduction of the American Historical Association. Also, since it will be a long time before this *Guide* will be republished, in the same introductory chapter the reader could have been informed about current sources of information on European archives, such as the "Writings on Archives, Records, and Historical Manuscripts" in the *American Archivist* and, even more important, the analytical bibliography of publications pertaining to archival administration and archives in *Archivum,* both of them presumably little known to American historians. Is it not a regrettable fact that graduate seminars still pay relatively little attention to the problems of working with, and effectively using, unprinted documents, especially records? For this unsatisfactory situation archivists should blame nobody but themselves, for they have not yet produced, for the benefit of history students, a general guide to the use of archival material.

Ernst Posner

American University

Glavnoe arkhivnoe upravlenie. *Gosudarstvennye arkhivi SSSR. Kratkii spravochnik,* pod redaktsiei G. A. Belova, A. I. Loginovoi, S. V. Nefedovoi, I. I. Firsova [Main Archives Administration, *The State Archives of the U. S. S. R.* A short manual, ed. by G. A. Belov, A. I. Loginova, S. V. Nefedova, I. I. Firsov]. (Moskva, 1956. 508 p.)

The compilation of this Soviet manual, first of its kind in attempting to describe the main archival centers of the U. S. S. R., was due to the decision of the Twentieth Party Congress, which pointed to "the handicaps to the research of important problems of historical science" and underlined "the necessity of a wider use of the Soviet documentary resources in the interest of the development of Soviet science." This decision confronted the Soviet historian-archivists with the task of preparing more finding aids in order "to unveil the structure and contents of documentary materials of the state archive *fonds.*" Such a situation might lead one to expect a hastily compiled work, which, in fact, it is.

Except for four cities in Belorussia and three in Latvia there are no descriptions of city archives. In all there are described 259 archives (213 centers and 46 filials), as of Jan. 1, 1956. The supplement lists 13 other archival centers, which are not included in the guide because they are of too little importance or are only in process of organization. Of the Central State Archives proper there are described nine archives on the all-union level: Central State Archives of Ancient Record in Moscow, Central State Historical Archives in Moscow, Central State Historical Archives in Leningrad, Central State Archives of Military History in Moscow, Central State Navy Archives in Leningrad, Central State Archives of the October Revolution and the Socialist Administration in Moscow, Central State Archives of the Red Army in Moscow, Central State Archives of Literature and Arts in Moscow, and Central State Archives

of Cinema-Photo-Phono Documents in Moscow. For the various republics and autonomous provinces 51 archives are described: R. S. F. S. R. (12), Ukraine (3), Belorussia (3), Uzbekistan (4), Kazakhstan (3), Georgia (5), Azerbaidzhan (4), Lithuania (1), Moldavia (2), Latvia (1), Khirghizia (2), Tadzhikistan (2), Armenia (2), Turkestan (2), Estonia (3), and Karelia (2). These central archives have also 5 filials: R. S. F. S. R. (1), Ukraine (2), Belorussia (1), and Lithuania (1). Other archival depositories on a provincial or more local basis are in the R. S. F. S. R. (72), Ukraine (26), Belorussia (11), Uzbekistan (9), Kazakhstan (16), Georgia (1), Latvia (3), Khirghizia (6), Tadzhikistan (4), Turkestan (5), and Estonia (1). These archives, still on a State level, have also 41 filials: R. S. F. S. R. (32), Ukraine (8), and Belorussia (1).

Of the described archives 45% are in the R. S. F. S. R., 15% in the Ukraine, 7% in Khazakhstan, 6% in Belorussia, and 5% in Uzbekistan. The remaining 22% are located in other parts of the U. S. S. R. Azerbaidzhan, Lithuania, Moldavia, Armenia, and Karelia have archives only on the Central State level, excluding, of course, various local, city, and administrative government depositories not included in the *Guide*.

The description of the archives follows the territorial distribution, beginning with those on the all-union level, located in Moscow and Leningrad. For each archive is given the number of *fonds,* the period covered, the location, and a short history of the depository (sometimes omitted); but the main part of the entry is dedicated to a description of the most important holdings. The bibliography lists in all 61 works published since 1941, either as monographs or as articles in periodicals.

The guide, printed on good paper, is helpful to the beginner who wants to look into the Soviet archival network and its documentary materials. To a meticulous researcher it is of no, or at most very limited, value. The quantity of records in each depository is difficult to determine inasmuch as the guide does not indicate the holdings in terms of measurement. The indication of the number of *fonds,* however, is more realistic than the usual indication of the custodial units (*Edinitse khranieniia*), a term creating confusion because it is used for *fonds,* series, or single documents in various other guides and inventories. The use of the book is also difficult because of the lack of a thorough analytical index of administrative, geographical, and other terms. The index of personal names is incomplete, containing many surnames without initials. The lack of more detailed literature makes it difficult to evaluate this guide as a realistic representation of the various archives. The constant use of very general terms is baffling.

Besides the now already standard remarks on Stalin references, the Soviet critics have had much more to say about this book. They have asserted that some important *fonds* have been omitted and others have been described as being in archives where they either never were or from which they were transferred years ago. There are also inconsistencies. The guide states that the State Archives of the *Khmel'nitski oblast* contains records related to the struggle of the Ukrainians under B. Khmel'nitski, but the period covered by the archives is

given as 1796-1954. Other holdings are described in such broad and general terms ("the records are related to the W W I," or are "related to the agricultural relations," etc.) that it is impossible for a researcher even to guess their category or class. The Soviet critics also observed that the holdings of the prerevolutionary era are in many cases described better and in less general terms than those of recent origin.

The guide has, therefore, only the very general value of a hastily compiled manual and reference tool. If the useless general descriptions of the holdings had been omitted, or at least reduced to a minimum, the space thus saved could much better have been used for detailed histories of the origins and development of the various archival depositories. The guide would then have been much, much more useful.

Bogomir Chokel

Library of Congress

Tasmania. State Archives. *Guide to the Public Records of Tasmania. Section One. Colonial Secretary's Office Record Group.* (Hobart, 1957. ix, 43 p., appendixes. Processed.)

Tasmania. State Archives. *Guide to the Public Records of Tasmania. Section Two. Governor's Office, 1816-1933,* by P. R. Eldershaw. (Hobart, 1958. xxxvi, 48 p., appendixes. Processed.)

With the issue of these two parts of a *Guide to the Public Records of Tasmania,* yet another member of the British Commonwealth has adopted the preliminary inventory form of finding aid as a primary means of access to records in archival custody. Though not specifically entitled preliminary inventories, it is obvious from their form that they are based on the models of the Dominion Archives of Canada and New Zealand, to name two series with which readers will be acquainted. Similarly, the Tasmanian State Archives has adopted the "record group" classification for the archives in its care, though what constitutes a record group in Tasmania is not defined.

The first volume deals with the records which, almost exclusively, "constituted the nucleus of the holdings of the State Archives when the Public Records Act was passed in 1943." It is prefaced by an introduction on the origins of the office and duties of the Colonial Secretary in Tasmania until roughly 1847, which is the latest date reached by the bulk of the records listed. The introduction also includes a note of previous places of storage of these documents and an identification of accessions between 1951 and 1956. The inventory lists the classes of records within the group, giving their title, covering dates, number of items, the foot-run of shelving they occupy, and their class identification number, followed by descriptive notes explaining the makeup, physical and administrative, of the documents, their content and their arrangement, and, where necessary, remarks on the filing methods of the office. Three appendixes give a list of the successive Secretaries and Colonial Secretaries; a list of Lieutenant-Governors and the classes of records that relate to the period of office of each of these; and a list of references to authorities cited in the introduction — not always, regrettably, clearly identified as to origin.

The second volume deals with another cardinal record group, that of the Governor's Office. The introduction is a detailed history of the office and function of the Governor, followed by a note on the provenance of the documents constituting this record group. The inventory follows the pattern of the first volume. Appendixes list Governors and Private Secretaries; military commandants of the Launceston settlement, 1804-45; holdings of microfilm copies of series in the Public Record Office, London, which fill gaps in the holdings of original series in Hobart; despatches printed in *Historical Records of Australia, Series III*; and copies of despatches, 1831-47, held in the Mitchell Library, Sydney, N.S.W. Two final appendixes contain a conversion table of old classification numbers to new, resulting from a reclassification of the group after 1955, and a list of references to authorities cited in the introduction, this time more adequately identified.

One's only regret is that these volumes could not have been printed rather than issued in processed form, but this in no way diminishes their value and interest and it is to be hoped that more similar volumes will soon stand to the credit of the Tasmanian State Archives.

PETER WALNE

Berks Record Office
Reading, England

Preliminary Inventory of the Records of the United States House of Representatives, 1789-1946, comp. by Buford Rowland, Handy B. Fant, and Harold E. Hufford. (National Archives, *Preliminary Inventory* no. 113; Washington, 1959. 2 vols., vi, 587 p. Processed. Free.)

This is an inventory in two volumes of the records of the U. S. House of Representatives of the first 79 Congresses, covering the period 1789-1946. Its publication marks the completion of a project of enormous magnitude, for the records described amount to about 9,100 cubic feet. They consist almost entirely of those pertaining to the official business of the House that were filed with the Clerk of the House or that were created by his Office. They do not include the papers of the Speaker of the House, the personnel and financial records of the Clerk and the Sergeant at Arms, the records of joint congressional committees, or the papers of individual House Members.

Vol. 1 contains an introduction (10 p.) that describes the preservation, custody, and control of House records during the decades after the British burned the Capitol in 1814 and sketches the recent work of the Archives staff in organizing these records systematically. The records of the first 55 Congresses (1789-1899) are analyzed and described in vol. 1 and those of the 56th through the 79th Congresses (1899-1946) in vol. 2. The second volume also contains five valuable appendixes including a 10-page glossary of congressional terms, a chronology of all the standing committees of the House down to 1954, lists of the Speakers and Clerks of the House from the beginning, a list of references, and a comprehensive 108-page index.

In this inventory records are grouped first by Congress and then, in accordance with the major functions of the House, under the following headings:

(1) records of legislative proceedings, (2) records of impeachment proceedings, and (3) records of the Office of the Clerk. Records of legislative proceedings include minute books and journals, bills and resolutions, committee reports and papers, messages from the President, reports and communications from Government agencies, and petitions and memorials. Election records have also been filed with the legislative records for convenience. Impeachment records include petitions and letters making accusations against officeholders and letters, reports, and other documents that could be used in drafting articles of impeachment. Records of the Office of the Clerk include bill books, records of orders of the day, various kinds of registers, printing accounts, and copies of correspondence of the Clerk.

The records of Congress are among the most valuable of the Government. They contain an abundance of material relating to almost every phase of human activity and national interest, and the inventory illustrates that diversity. The compilers of this invaluable inventory deserve a hearty vote of thanks from all students of the history of our national legislature. They have produced with painstaking care a reference source of lasting utility to Members of Congress, the congressional staff, and writers on representative government.

George B. Galloway

Library of Congress

Guide to the Manuscript Maps in the William L. Clements Library, comp. by Christian Brun. (Ann Arbor, University of Michigan, 1959. xiii, 209 p., illus.)

The records of history are ephemeral and perishable and, with the passing years, contemporary information becomes ever more scarce. For America's Colonial and Revolutionary periods authoritative data are particularly difficult to recover.

To reconstruct the events of these eventful and exciting years the scholar, as Theodore Blegen has noted,

> must go to sources, without which no history can be written. . . . His recourse is . . . to libraries and archives, to books and manuscripts, to the fruits of man's collecting of records . . . he knows moments of discovery and even elation. Such moments for the scholar would be much rarer than they are if [private] collectors . . . had not performed the twin service of gathering together books in their chosen fields of interest and of making them available to public use. ("A Glorious Court," in *Book Collecting and Scholarship,* University of Minnesota Press, 1954.)

More rare even than contemporary books are manuscript records, official and personal, of early America. To discover and bring together such materials was the task undertaken by William L. Clements during the third decade of the twentieth century. How well he succeeded is evident in the rich collection of eighteenth-century manuscript records of British America now preserved in the University of Michigan's William L. Clements Library.

In 1953 the miscellaneous papers were brought to the attention of scholars in William S. Ewing's *Guide to the Manuscript Collections in the William L.*

Clements Library. In the volume here reviewed Christian Brun offers a similar guide to one section of the library's division of maps.

Both the compiler and the library's director, Howard H. Peckham, emphasize in the foreword and preface, respectively, that this guide includes only manuscript maps and does not list any of the "many rare and valuable printed maps of early American history in the Division." Most of the 806 maps described in the *Guide* were acquired "not as single purchases, but as part of larger manuscript collections: the papers of General Thomas Gage and General Sir Henry Clinton, and of Lord George Germain and the Earl of Shelburne, and of the American General Josiah Harmar and the American engineer Loammi Baldwin and his sons."

As might be expected from the emphasis of the Clements collections, "the greater number of the maps are of military origin, showing the British-American scene following the French and Indian War and detailing the battles and campaigns of the Revolution." The largest single group of maps described is part of the collected papers of Sir Henry Clinton, commander of the British forces in the American Revolution from 1778 to 1782. Most of these maps were previously listed in Randolph G. Adams' *British Headquarters Maps and Sketches Used by Sir Henry Clinton* (Ann Arbor, 1928).

In Mr. Bruns' *Guide* the maps "are listed in a geographical arrangement beginning with North America, Canada, then down the Eastern American Seaboard by states, west along the Gulf to the Mississippi, north to the Old Northwest and, finally, to the American Southwest." Maps of the other parts of the Western Hemisphere and of non-American areas follow.

Authorship and data have been established for the maps "wherever possible." The entries also include scale, size, descriptions, and pertinent related data for each map. The book, which is reproduced from typewriter composition, includes reduced facsimiles of five maps.

An earlier publication noted that "the maps housed in the Clements Library . . . form a background against which the drama of the Americas was played. . . . The Clements Library collection of American maps aids materially in perfecting the Library's picture of American history." (*The William L. Clements Library; a Brief Description and Bibliographical Record: 1923-1944,* Ann Arbor, Mich., 1944.) Mr. Brun has performed a real service to scholars and researchers in describing the rare manuscript maps in this noteworthy collection.

Walter W. Ristow

Map Division
Library of Congress

Massachusetts Records; a Handbook for Genealogists, Historians, Lawyers, and Other Researchers, by Richard LeBaron Bowen. (Privately printed, Rehoboth, Mass., 1957. 66 p. $4.)

My first introduction to Massachusetts counties came as a youth when in the South Station at Boston I saw emblazoned around the waiting-room walls the names of the 14 counties. I now meet them again, but with considerably more comprehension than in my younger days.

The author's basic plan for describing Massachusetts records at a non-State level is as follows. Records of the 14 counties are described in simple terms of types of material to be found, with the essential dates. In general the author assumes that the searcher knows the details of the kinds of records to be found. For instance, for Hampden County (p. 31) we have this entry: "The Inferior Court of Common Pleas records commencing 6 June 1693; Court of Sessions, 14 Sept. 1812; Court of General Sessions of the Peace, 25 Sept. 1694; Circuit Court of Common Pleas, 31 Aug. 1812; Court of Common Pleas, 21 Aug. 1821; Superior Court, 3 Oct. 1859." Space does not, of course, permit the use of the type of entry used by the Historical Records Survey. When the county is divided into districts, the towns for each are listed.

The 39 cities and 312 towns receive even briefer treatment. Under each county (or district) the towns are listed alphabetically with their dates of incorporation. A star against a town denotes that its vital statistics are in print. There is no space to describe the records of each town in the text, but footnotes explain whenever the general run of records in a town is missing. In substance, then, this is a thumb-nail sketch of county and town records only, but the geographical coverage is wide.

Although there is no discussion of records at the State level, some attention is paid to the colonial situation. The author makes a fascinating contribution to history in showing that one of the reasons why the Plymouth (or Old) Colony was absorbed by the Massachusetts Bay Colony was the near bankruptcy resulting from King Philip's War. Towns staged tax revolts and people no longer cared what colony they belonged to. The author traces the provenance of the Old Colony records and points out the value of the Massachusetts Archives.

Although Mr. Bowen mentions many bibliographic aids to searching Massachusetts records, he does not note the Historical Records Survey inventories of the records of Essex County and at least 14 towns within the State.

A future edition of this admirable work would do well to correct an error on page 10, the statement that the manuscript returns of the Massachusetts census for 1800 are in the Library of Congress. They are in the National Archives, as are the censuses for other years.

Richard G. Wood

Vermont Historical Society

Documentary Publications

Mauritius and the Spice Trade; the Odyssey of Pierre Poivre, edited by Madeleine Ly-tio-fane. (Mauritius Archives Publication Fund, *Publication* no. 4; Port Louis, Mauritius, Esclapon Ltd., 1958. 148 p., illus. Rs 15, 22s. 8d.)

This volume of original correspondence in French chiefly concerns the French effort in the eighteenth century to break the Dutch stranglehold upon the spice trade. The well edited documents cover a little-known chapter in French and, by implication, in Dutch colonialism. The editor, Madeleine Ly-tio-fane, is to be congratulated on her patience in collecting the letters and bringing them to

the attention of other scholars in the field of colonial history and on her clear and concise analysis of them in her introduction. For the convenience of English-speaking readers, she has not only written the introduction in English but has included a section of abstracts of the French sources, also in English.

Pierre Poivre, who appears to have been the prime mover in this French effort, believed that France could muscle into the spice trade, particularly in terms of nutmegs and cloves, if only he could secure the living plants and grow them in Mauritius. Poivre's quest began in 1747 with the blessings of the *Compagnie des Indes* and of M. David, the governor of the Île de France. His search for healthy, first-quality plants had led him in several voyages to Cochin-China, Manila, the Moluccas, Celebes, and Timor, when, about 1757 on his return to Mauritius, intrigue temporarily halted his progress. A new governor took sides with Poivre's adversary. Poivre therefore returned to France, where after a decade he received a royal appointment as *Commissaire-Ordonnateur*. Having returned to the Île de France in 1767, he sent out further expeditions to accomplish his chosen mission. These resulted in the establishment of some small nutmeg and clove nurseries, which struggled along but failed to supply market demands. Presently, however, after Poivre's retirement and death, the spices of Mauritius were sent to the French West Indies and French Guiana. Later still, during the French Revolution, the Danes received plants from Mauritius for their Tranquebar plantations in India, and it is quite possible that the West African, Gaboon, Liberian, and Belgian Congo spice plantations developed indirectly from the Mauritius nurseries via the West Indies.

The editor concludes by asserting that, whereas the Mauritius plantations established under Poivre had no success in undermining the Dutch, yet they did serve as a nursery for the spice plantations in the Western Hemisphere and possibly in Africa. In any case, although Poivre failed to break the Dutch spice monopoly, the wars and changes in the world arising out of the French Revolution did break it.

Elmer H. Cutts

Northeastern University

Reports of Archival Agencies

Rapport de l'Archiviste de la Province de Québec pour 1955-1956 et 1956-1957. (n.p. Redempti Paradis, n.d. viii, 553 p.)

This biennial report of Antoine Roy, Archivist of the Province of Quebec, constitutes, as usual, a compilation of descriptions of collections of records or individual documents in the Provincial Archives or in other provincial archival depositories.

The report publishes the petition, Oct. 3, 1838, of the people of Quebec to the Earl of Durham, Governor General of Canada, urging him not to resign but to continue as Governor. After the rebellion of 1837-38 in Canada, the Earl had been sent over to conduct an inquiry and to make recommendations for the future government of Upper and Lower Canada. The names of the approximately 4,200 signers of the petition are given.

Fernand Ouellet, an archivist in the Provincial Archives, has prepared for the report an inventory of a collection of records assembled or created by Jacques Viger (1787-1858), antiquarian and first mayor of Montreal, elected in 1832. Viger designated his collection as "La Saberdache" (*sabretache*) in fond memory of his membership in the Canadian Militia during the War of 1812. Viger formed his collection in two parts, one containing documentary materials collected by him over a period of 50 years, covering Canadian historical events and dating from 1632 to the 1850's, the other part comprising principally his correspondence, 1807-34. The documentary materials are not originals for the most part, but are copies or even copies of copies. The inventory entries follow Viger's arrangement of his records, which is by no means ideal. Except for Viger's correspondence, however, the heterogeneous character of the collection makes it very difficult to come up with any kind of systematic presentation.

Abbé Louis-Adélard Desrosiers and Léon Pouliot, S. J., are jointly responsible for a listing of 379 items of the correspondence for the year 1844 of Msgr. Ignace Bourget, first Bishop of Montreal (1840-1876). They are presented in rough calendar form, including very brief summaries of their contents. Most of the letters concern parochial matters.

A list of 138 men from the Peninsula of Vaudreuil and Soulanges who served as officers or enlisted men in the Canadian Militia is presented in the Provincial Archivist's report as an addition to a list in his report for 1949-51. A brief biographical sketch is given for each man.

In the custody of the Provincial Archives is the Papineau-Bourassa collection, important for the study of nineteenth-century Canada. This collection comprises principally the correspondence of Joseph Papineau (1752-1841) and Louis-Joseph Papineau (1786-1871), his son. Augustine Bourassa, granddaughter of L.-J. Papineau, gave the collection to the Province. Since 1951, the Provincial Archivist has been publishing in full the correspondence of the elder and the younger Papineau. The present report completes publication of L.-J. Papineau's correspondence (61 items), 1843-62. Fernand Ouellet edits the correspondence, though the editing, regrettably, is kept to the bare minimum. In 1814, L.-J. Papineau was elected to the Legislative Assembly of Lower Canada, and he served also as Speaker almost continuously from 1815 to 1837. As leader of the French Canadian reformers (*patriotes*), he was the primary instigator of the rebellion of 1837-38. He had to flee the country and was not allowed to return until 1844. Thereafter he served as a member of the Legislative Assembly of Canada from 1848 to 1854.

Under the title "Our Ancestors of the Seventeenth Century; a Genealogical and Bio-bibliographical Dictionary of Canadian Families," the Provincial Archives has undertaken, beginning with its report for 1951-53, to publish a complete revision of Abbé Cyprien Tanguay's monumental work, *Le dictionnaire généalogique des familles canadiennes,* 7 vols. Father Archange Godbout, working with the Société Généalogique Canadienne-française, is in charge of the revision. All Canadian families founded before 1700 and having descend-

ants will be covered in the revised work. The present report offers genealogical data about families from Bédard through Bissonnet.

It has been the practice of the Provincial Archivist for some years to make his biennial report a compilation of inventories, lists, calendars, and other descriptive media embracing, generally, unrelated collections of records. In the opinion of this reviewer, archival purposes would be more effectively served if the Archivist would issue each descriptive medium separately.

PHILIP P. BROWER

National Archives

Archives for All; the Essex Record Office, 1950-1955, by F. G. Emmison. (Essex Record Office, *Publication* no. 28; Chelmsford, 1956. 24 p., illus. 2s. 6d.)

Essex Record Office. *Report of the County Archivist for 1957-58,* by F. G. Emmison. (1958. 8 p., appendix.)

These publications from the Essex Record Office continue the enviable story of one of the busiest and best known local repositories in England. *Archives for All,* no. 28 in the series of select books and pamphlets published since 1946, summarizes the developments of the five-year period, 1950-55; the other title, more recent but too brief to be counted in the numbered series, brings the latest annual report, 1957-58, of County Archivist F. G. Emmison. (This Archivist was in the United States during the summer of 1959 as a member of the staff of the Radcliffe-Harvard Institute on Historical and Archival Management.)

Record space at the County Hall in Chelmsford is crowded; but outside it, during the last half-dozen years, the Archivist has made judicious use of Ingatestone Hall, the sixteenth-century Petre family mansion, converted principally into a teaching center controlled by the Essex Education Committee. The County leases the north wing for exhibitions of documents, displays the Petre portraits in the long gallery, and encourages group instruction on the premises.

Archives for All, with its fetching cover design and many photographs, is inviting. Even an amateur can understand the tabular chart illustrating "One Year's Use of Records." The text is topically arranged, and the style is crisp. The two final pages give bibliographical information on Essex Record Office publications. About them the leaflet annual report makes the point that since 1946 and up to Sept. 30, 1958, some 62,900 reproductions of county maps and some 40,200 books and pamphlets have been sold; on a printing outlay of £12,750, the County Archivist realized a return of £16,250 and stood to realize £1,500 more profit from unsold stocks.

H. B. FANT

National Archives

Publications Received

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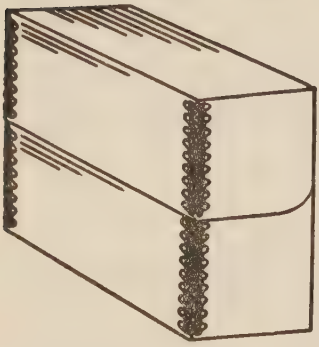

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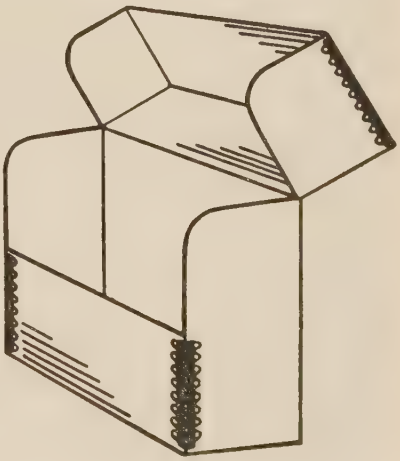

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Abstracts of Foreign Periodicals

LESTER K. BORN, *Editor*

Library of Congress

WITH this number the *American Archivist* resumes the publishing of abstracts of foreign professional periodicals that was instituted in its first issue but has lapsed now for more than 18 years. Many members of the Society will recall the active program initiated in 1938 with Andrew C. Albrecht's abstracts of the *Archivalische Zeitschrift*, complemented by Olga P. Palmer's (Mrs. Dallas Irvine's) abstracts of numerous periodicals from Eastern Europe, and further extended during 1939-41 by the present department editor's abstracts of periodicals in French, German, Spanish, Italian, Portuguese, and Dutch. It would be dangerous to attempt to assess the probable, or possible, impact of the foreign professional material thus made widely available in capsule form during the formative years of the now widespread and self-sustaining American archival profession, but it is unlikely that it was without effect.

Montaigne has remarked in his *Essays* that every summary of a good book is a stupid summary. This judgment seems harsh to anyone who would attempt to assist his colleagues in gaining access to professional literature which might, for one or more reasons, otherwise be cut off from them. It is much more comforting to agree with Voltaire that the multitude of books is making us ignorant, and to conclude from this dictum that our hope of claiming competent control over essentials in professional literature lies in some form of bibliographical aid, in this case the abstract.

According to Webster's *New International Dictionary*, abstract (n.) is "that which comprises or concentrates in itself the essential qualities of a larger thing or of several things." Only those who have essayed the task of abstracting can be completely aware of the difficulty in achieving this goal. Nevertheless, the *American Archivist* has been fortunate enough to secure the generous cooperation of several members who will undertake this labor. Roscoe R. Hill (now retired from the National Archives) will report on materials from Spanish- and Portuguese-language areas; Hope K. Holdcamper (National Archives) will cover French-language periodicals; Herman G. Goldbeck (National Archives) will handle German-language materials; Bogomir Chokel (Library of Congress) will provide information on the Slavic bloc; George Reeves (Tariff Commission) will abstract the several Italian journals; H. Donn Hooker (National Archives) will watch over anything that may appear in Danish or Norwegian; and Morris Rieger (National Archives) will cover English-language publications within the British Commonwealth. A major gap, and one that demands immediate attention, is Dutch. Will someone volunteer?

For this first installment we have materials from two contributors who bring us literature originally written in English, Czech, Slovak, Serbo-Croatian, and Slovenian. The next installment, *deo volente et rebus officialibus non prohibentibus,* will contain résumés of Western European journals from the Continent.

L. K. B.

UNITED KINGDOM

TAYLOR, A. J. P. [Oxford University], Keeping It Dark: Half-Century Secrets. *Encounter*, Aug. 1959, vol. 13, no. 2, p. 40-45.

The great increase in historical source materials has been accompanied by a corresponding increase in restrictions on use. Although for administrative purposes a two-year restriction is a reasonable maximum, diplomatic archives of western nations are generally made accessible only when more than 50 years old. (The United States and Germany are the principal exceptions.) Actually, few countries adhere strictly to the "fifty-year rule"; it is more often extended, to the disadvantage of the student. Variously rationalized, the real purpose of the rule is to maintain "the prestige of diplomacy and of the archives themselves." But loopholes in the application of the rule have developed. Favored individuals, including archivists, have been given earlier access. Official histories of the two World Wars have revealed otherwise restricted information. In the wake of the two wars multivolume collections of documents, including recent ones, have been published. Public papers removed from official custody by retiring officials have often been opened to researchers before the passage of 50 years. In Britain increasing enforcement of the Official Secrets Act by the Cabinet secretariat against former senior officials and ministers and their heirs has tended to close this last loophole. Of late, libraries and private individuals have been persuaded by the secretariat to apply the 50-year rule to personal papers of former officials in their possession. Originally intended to emancipate older records, the rule has increasingly become a "measure of restriction" keeping everything secret until a half-century old. This undemocratic secrecy obstructs historical scholarship and ill serves both the public and governments; American candor rather than Russian secretiveness should prevail. Meanwhile the student of contemporary history should publicize the provisional character of his work.

MORRIS RIEGER

YUGOSLAVIA

The periodical *Arhivist* (The Archivist), organ of the *Savez drustava arhivskih radnika Jugoslavije* (League of the Associations of Yugoslav Archivists), has been published in Belgrade as a quarterly since 1952. It is the first Yugoslav magazine strictly dedicated to archives and their problems. It has the distinction of being kept almost completely in the sphere of administrative, theoretical, and practical problems, thus leaving the publication of new documentary material to various historical magazines. The articles, although not so expertly developed as in other European archives publications with more experience and tradition, are nevertheless on a good professional level and reflect very well the trends and problems of the Yugoslav archives.

Arhivist, VOL. 7 (1958), NO. 1/2.

JANKOVIC, DRAGOSLAV, *Naucna obrada nacionalne istorije XX veka i nase arhivske ustanove* (Scientific research in twentieth-century national history and our archives institutions). P. 9-14, abstr. in Fr.

A short review of the primary sources in the Yugoslav archives related to the twentieth-century history of Yugoslavia. These sources were until now quite neg-

lected. During 1945-55 only 11 important works appeared on the history of Yugoslavia for the era 1918-41, compared with 570 works dealing with medieval history.

LISAC, ANDRIJA LJUBOMIR, *O problemu cuvanja arhivske gradje u privrednim preduzećima* (The problem of record preservation in business enterprises). P. 15-21, abstr. in Fr.

Only a few records of the enterprises confiscated or nationalized after 1945 are preserved in archival establishments. The rest are still awaiting their fate. The Law of 1946 (art. 12) required a ten-year retention period; other regulations also restricted the disposal of records; but the Law of 1951 entrusted disposal to the administrations of the enterprises. Since the enterprises tend to get rid of their enormous quantities of records as fast as possible, great damage already has been done. The author therefore proposes to establish what he calls an Autonomous Service for Economic Documentation. Such an agency would take care of (1) conserving business archives on the basis of the laws on obligatory consignment, which should be executed after two years for bookkeeping records, after three to five years for correspondence, and after ten years for technical documentation; (2) arranging the materials according to the most suitable system (chronological, subject, or numerical); (3) counseling in respect to organization of records and modern record management practices; (4) discarding materials according to existing laws and in collaboration with the archives authorities; and (5) servicing government agencies that are dealing with the liquidation of the enterprises. The proposed agency would be financially independent, drawing its funds from membership fees, service charges, and sale of discarded records. The agency would be bound to the utmost secrecy in respect to the records handled and would provide for a microfilming service of the bookkeeping records.

VOJNOVIC, EMIL, *Kriteriji za odredjivanje arhivskog fonda* (Criteria for the establishment of an archival *fonds*). P. 22-25, abstr. in Fr.

In arranging the scattered records of the postwar era, the Yugoslav archivists tended either to consider the records of a prewar agency that was continued or taken over by a new agency of the Communist regime as a simple *fonds*, or to consider the prewar and the postwar records as two different *fonds*. In view of the thesis that there is no political and constitutional continuity between the old and the Communist regimes, the records of prewar Yugoslavia should be treated as separate *fonds* as is done in Soviet Russia. To this purpose the author reviews the Soviet rules as published in *Arkhivnoe delo*, no. 51, p. 140-145.

NIKOLIC, MILENA, *O sakupljanju i evidenciji istoriske i savremene dokumentacije o razvoju pozorista* (On collecting, preserving, and controlling historical and contemporary documentation on the development of the theater). P. 26-29.

The archival materials related to the history and activities of the Yugoslav theater are still scattered and unorganized. A thorough survey and a microfilming project are necessary to bring these materials into an organic unity available for scientific research.

VILFAN, SERGIJE, *Kancelarijsko poslovanje i arhivska služba* (Office procedures and archives service). P. 29-41, abstr. in Fr.

One of the main interests of the archives is to follow the evolution of administrative paperwork practices. The ever increasing administrative work creates more and more records, which are quickly changing the character of the archives. The records should be intelligently arranged by the creating body and kept so until consignment to the archives. On this arrangement depends in great measure the extent to which the archives can preserve the principle of the original order. It is also most important for discarding procedures whether disposal must be accomplished by checking piece by piece or can be done by discarding entire series. A good knowledge of modern paperwork practices is therefore more useful to the archivist than knowledge of the auxiliary historical sciences.

Various administrative orders already have been issued in order to bring about a unified system of paperwork management within the record-creating agencies. A complete bibliography on the subject as well as a thorough study of these rules should be prepared as soon as possible in order to help archivists deal with the records of the prewar and the immediate postwar era. The most detailed legislation in respect to the subject of the article can be observed in the Republic of Slovenia; this legislation is already serving as an example to other republics and greatly influenced the Federal regulations issued in 1957. The decimal system of classification, commonly adopted in Yugoslavia and again most elaborated in Slovenia, could, in the opinion of the author, be even more elaborated by designating the character of the records in respect to the archival treatment due them. Thus, for example, class 342 of the Slovenian system, designating artisan matters, could be modified as 342.0 for records of permanent value, 342.1 for those preserved for 50 years, 342.2 for those preserved for only a 2-year period, and 342.3 for records to be discarded by the end of the calendar year. These and other regulations are only another step toward new, more progressive and practical, procedures. If the present system of independent decimal classification could be developed into a unified and single system, it would undoubtedly contribute to the most modern system of disposal. A list of series or classes to be discarded would thus serve both as a general disposal and as a preservation schedule, representing the ideal solution sought by archivists.

KRUSKA, NIKOLA, *Administracija i organizacija danasnjih sudova sa osvrtom na administraciju u predratnoj Jugoslaviji* (The administration and organization of today's courts in relation to the administration in prewar Yugoslavia). P. 42-56, abstr. in Fr.

The author reviews the administrative procedures and registry systems of the prewar and postwar Yugoslav courts and the legislative measures that affected the development and shaping of such procedures. Until 1933 most of the Yugoslav courts based their administrative systems on the old Austrian pattern. Before the enactment of the Court Manual of 1933 all records were entered in a single register (*delovodni protokol*). This system created, especially in the case of larger courts with more complex functions, various difficulties in respect to handling and searching the needed records. After 1933 subject registers (*predmetni upisnici*) were introduced for various court branches and greatly improved the evidence and the functioning of record management. This change also affected the arrangement of records in the court archives. In cases of "single registers" the records were shelved in bundles of 1 to 100 cases according to the order in which they were closed. A special annotation in the register indicated in which bundle the respective records were to be found. This was more simplified in cases of "subject registers," when the records were shelved in bundles, also from 1 to 100 cases, according to their current number and subject. Special care was taken of records of historical value, as also of cadastral books and maps, which had to be preserved in fire- and humidity-proof storage.

Except for some minor alterations, the court practices did not change much after 1945. Subject registers were retained, as were auxiliary record books. The records of closed cases, marked A/A (*ad acta* — case closed), are preserved in the court archives, divided into two sections: reference archives (*prirucna arhiva*) and general archives (*opsta arhiva*). The reference archives contain only those records of cases closed during the current or previous year and are preserved in the sections or branches where they were handled. The general archives are the archives in the proper sense of the word and are one for the whole court. The records are shelved in groups according to their current number, subject, and class. Each group must be marked with the year and the numbers of the contained records. Those of special and historical value may be preserved in especially provided places. In such cases a dummy must be placed at the proper place in the general archives indicating clearly where the records can be found. The records are discarded according to a well-prepared disposal schedule. The discarding occurs, depending on the character of the records, within a

period of 5 to 30 years. Discarded records may be either destroyed or consigned to papermills.

KOLAKOVIC, VASILIJA, *Što je pokazao pregled i popis arhivske gradje u registraturama NR Srbije* (The results of the survey of archival materials in registries of the People's Republic of Serbia). P. 57-65, abstr. in Fr.

In order to get better control over the archival resources of Serbia, the Council for Culture of the People's Republic of Serbia ordered all State Archives of the republic to survey their registries and archival materials. The project was carried on from July to December, 1957. The results proved very useful in developing future policies concerning the management of archives and the accumulation, discarding, and arrangement of records. The most pressing problem is still the mass of records. This situation has led to some irreparable and irresponsible destruction of records. (One enterprise sold to the papermill about half a ton of records "older than ten years" — which, in fact, is only the consignment period.) On the other hand, it also proved to be beneficial inasmuch as these sad experiences led to the establishment of record centers, which brought great relief to the archives and facilitated the handling of the records. The percentage of the arranged records generally varies between 30 and 70. Plans were made for annual or biennial inspections by the Central State Archives of Serbia and for unified surveying aids of the registries and their *fonds*.

JANCA, IVANKA, *Seminar o administrativno kancelariskom poslovanju za arhiviste NR Srbije* (Seminar in administrative and office management for the archivists of Serbia). P. 66-75.

Held on February 11-13, 1958, in Belgrade, the seminar was intended to acquaint archivists with the newest legislation on office management and paperwork — the Decree on Office Administration, enacted in January 1958.

Reports and News

On p. 76-77 is given the program for the third annual convention of the Associations of Yugoslav Archivists (*Program treće godisnje skupstine Saveza drustava arhivskih radnika Jugoslavije*), scheduled to take place in the city of Ohrid in Macedonia, May 15-17, 1958. Although called annual, it is understood that the meetings are held irregularly, inasmuch as the first was held in Belgrade in 1953 and the second in 1955, also in Belgrade. ¶On p. 77-78, E. H. reports on the session of the Main Archives Council (*Sa sednice Glavnog arhivskog saveta Jugoslavije*), established by law in 1950. This was the second session of the Council and was primarily devoted to the problem of selection of records, the situation of various archives, and international relations. In view of deficiencies in the instructions on collecting, preserving, and discarding temporary records, issued in 1952, the Council proposed a committee of ten members to study and prepare a draft of new and more effective instructions. The Council also established that many archival depositories are not aware of their legal right to supervise the registries. It was the opinion of the Council that the various State Councils should pay attention to this fact so as to enforce measures for the protection of historically valuable records. International relations in the past have been excellent and were crowned with the third conference of the Round Table on Archives held in May 1957 in Zagreb. The Council emphasized that more attention should be paid to research travels aimed toward the study and microfilming of records related to Yugoslavia in foreign archives. ¶Ranka Muratovska reports (p. 78-80) on the annual meeting of the Society of the Archivists of Macedonia (*Od godisnoto sobranie na drustvoto na arhivskite rabotnici na NR Makedonija*), held in Skopje during December 1957. The archives of Macedonia are the youngest in the whole Yugoslav territory. They are still practically in a stage of organization and suffer from an acute lack of trained personnel. ¶R. Jemović reports (p. 81) on the session of the Executive Council of the Archivists of Serbia (*Sednica Izvrsnog odbora drustva arhivskih*

radnika Srbije), held in February 1958 in Belgrade. Among other agenda were plans for the yearbook *Arhivski almanah* (Archives Almanac), which would replace the discontinued *Arhivski pregled* (Archives Review). ¶In connection with the plans for erecting a monument to the hostages killed during World War II in Jajinci near Belgrade, Miodrag Milić reports (p. 82-84) on collecting documentary materials on the imprisonment, deportation, and shooting of patriots in Belgrade during World War II (*Prikupljanje dokumentarne gradje o hapstenju, deportovanju i streljanju rodoljuba u Beogradu za vreme drugog svetskog rata*); and Milan Vujacić reports some of his observations relative to the civil service tests (*Neka zapažanja o polaganju državnog strucnog izpita*), p. 85-86. The tests are oral and written and consist of two parts, general and professional. The first covers knowledge of government, its functioning and institutions; the second covers archival science (national history, diplomatics, chronology, paleography, and a foreign language). A written thesis prepared from primary sources is also one of the requirements. The author's opinion is that although the examinations were on a good professional level, more time should be given to the preparation of the thesis. ¶F. Biljan and S. Wilfan report on the sixth congress of French Archivists (*Šesti kongres francuskih arhivista, 7-10 novembra 1957 god.*), p. 88-92.

Fonds of the Yugoslav Archives

B. Kovacevic is assembling data on the location and nature of various papers of the late Stefan Vuk Karadjić, "father of modern Serbian literature." After Vuk's death in Vienna in 1864 the papers were brought back to Serbia and, together with his library, were consigned to various institutions. The article (*O prenosu Vukove zaostavstine iz Beća u Beograd*), p. 165-192, is also intended as a contribution to preparations for the commemoration of the centenary of Karadjic's death in 1864. ¶Bogdan Križman is publishing some Metternich letters from the Ottenfels family archives, deposited since World War II in the State Archives in Zagreb (*Metternichova pisma iz "Zbirke Ottenfels" u državnom arhivu u Zagrebu*), p. 193-216. ¶Andrija Ljubomir Lisac continues his Contributions to the Yugoslav Archival Bibliography (*Prilozi jugoslavenskoj arhivistickoj bibliografiji*), p. 217-240.

BOGOMIR CHOKEL

CZECHOSLOVAKIA

Archivní casopis (Archives Magazine) is a quarterly periodical published in Prague since 1951 by the Archives Administration of the Ministry of Interior (*Archivní správa ministerstva vnitra*). The contents vary greatly and cover all phases of archival work and problems. Because of the long tradition and experience in the Czechoslovak archives, these articles are probably the best in archival literature behind the Iron Curtain. They do not, however, have the customary abstracts in foreign languages; they are written in Czech or Slovak only.

Archivní časopis, VOL. 8 (1958), NO. 1

Editorial

During the extraordinary session of the Archives Council, January 23, 1958, in Prague, the Minister of Interior and member of the Central Committee of the Czechoslovak Communist Party, Rudolf Barak, proposed an all-state exhibition of archival documents in order to illustrate "the revolutionary role of the people" from the earliest to modern times (p. 1-8). The exhibition was planned for June 1958 in the Castle of Prague, the use of which was especially granted by President Antonin Novotny. Minister Barak's speech is reported in full.

NUHLICEK, JOSEF, *K osemdesátinám Zdenka Nejedlého* (For the eightieth birthday of Zdenko Nejedly). P. 5-8.

A tribute to the scientific and political achievements of the historian and archivist Zdenko Nejedly, the first president of the Czechoslovak Academy of Sciences.

KOCIS, GEJZA, *Dejini a fondy Státneho archívu v Kosiciach* (The history and the holdings of the state archives of Kosice). P. 8-14.

The State Archives of Kosice are now composed of the archives of Kosice and the two branches in nearby Levoca. The holdings, excluding those of Branch 2 in Levoca, comprise 72 *fonds*, covering the period from 1314 to date. Branch 2 in Levoca, established only in 1956, contains various *fonds* not enumerated in the list of holdings and apparently composed mostly of records of private enterprises nationalized or confiscated after World War II. The author divides the history of the Archives into three main periods: from its beginning to 1918, from 1918 to 1945, and after 1945. During the first period the archives were generally kept in good condition, administered by notaries, who are mentioned as early as 1599. The position of archivist was established in 1798. The second period was — according to the author — a rather quiescent era, characterized by the lack of archivists. The third period, following "the liberation by the Red Army," signifies the adoption of Soviet archival principles. The State archives of Kosice, together with both branches in Levoca, can be generally classified as local archives, although they are very rich in documentation, covering many and various aspects of daily life since the fourteenth century.

NAVRÁTIL, FRANTISEK, *Skartacní teorie a praxe v bývalých schwarzenberských archivech* (Theories and practices of disposal in the former Schwarzenberg Archives). P. 15-27.

In the introductory section the author reviews the main principles of disposal as laid down by K. G. Mitaev, A. Brenneke, E. Casanova, and such Czech archivists as Hruby, Prokes, and Wolf. By the end of the eighteenth century the Schwarzenberg archives were already famous, and they are still one of the best organized private archives in Czechoslovakia. Their excellence is due chiefly to the keen interest shown by Joseph v. Schwarzenberg, who in 1793 issued regulations for arrangement, containing also some instructions for disposal. The problem of disposal as such was first fully discussed during the conference in Bavori of the Schwarzenberg domain, held in July of 1855. Then it was decided that every record should be checked in order to ascertain if "it serves the archival purpose or should be discarded." The problem was discussed again in 1878, when it was proposed that discarding should be accomplished periodically according to the needs of the archives. The older, already closed records dated before 1785 should all be preserved; the others should be screened and either discarded or preserved according to a well-planned schedule. During the discarding, attention should be paid to preservation of records dealing with land titles and of administrative records related to churches, schools and their endowments, poorhouses, agriculture, fishing, mining, factories, fiscal affairs, cultural history, employees, priests, teachers, nurses, and guardsmen. A disposal schedule was approved in 1888. In the concluding section the author states some of his own experiences in discarding and calls attention to the delicacy of the problem and the need for more detailed studies.

Zprávy (Reports)

A State conference of leading archival workers in Bratislava (*Celostátni porada vedoucich pracovníků archivní organisace v Bratislavě*), Oct. 15-18, 1957, is reported, p. 28-32. Included is Z. Samberger's report on the archival methods in the USSR. The propagandist activities of the Central Slovak State Archives in Bratislava (*Z propagacnej cinnosti Státneho slovenského ústredného archívu v Bratislave*) are described, p. 32-33, in connection with the exhibition of records on Slovak-Soviet

friendship on the occasion of the 40th anniversary of the October Revolution. ¶The session of the Joint Commission of Czechoslovak and East German historians was held December 2-4, 1957, in Leipzig (*Zpráva o VI. zasedání komise historiků CSR-NDR*), p. 33-34. Discussions centered on the coordination of research on such topics as the Revolution of 1848, the Munich Conference, and the relation between Prague and Leipzig. This last study is a contribution to the celebrations of the 550th anniversary of the University of Leipzig. Plans were made for closer cooperation between the *Archivní Casopis* and the *Archivmitteilungen* and between the Czech and German historians; and a convention, aimed toward this purpose and concluded between Czechoslovakia and East Germany, was reported to be due for ratification in a short time. ¶A conference of business archivists organized by the Ministry of Interior was held in December 1957, mainly to discuss the results achieved by the Institute on Management, Organization, and Mechanization of Administrative Work (*Ústav pro rizeni organisaci a mechanisaci administrativních prací*) toward the simplification and the quantitative reduction of the records; during the same period a course in principles of disposal for business archivists was held in Gottwald (*Instruktážni skoleni pro pracovníky archivních oddělení v Gottwaldově*), p. 35-36. ¶In January 1958 Czechoslovak writers held a meeting with archivists in order to get better acquainted with the primary sources for their creations (*Beseda archivárů se spisovateli*), p. 36-38. The Minister of the Interior, R. Barak, held a press conference in February announcing to domestic and foreign correspondents and reporters plans for the forthcoming exhibition of records in Prague (*Tisková konference ministra vnitra o celostátni archivní výstavě*), p. 38.

BOGOMIR CHOKEL

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News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

Since our last reporting, the following members have joined the Society:

Vincent J. Bosack, Bethesda, Md.; Wallace Bulpitt, Springfield, Ill.; James E. Cole, Jr., Palo Alto, Calif.; Cleveland E. Collier, Alexandria, Va.; Clyde M. Collier, Asheville, N. C.; Mrs. G. D. Crow, Tucson, Ariz.; Edith M. Fox, Cornell University Archives; Curtis W. Garrison, Brooklyn, N. Y.; D. Ruth Hartman, Hicksville, N. Y.; John V. Kelley, Omaha, Nebr.; Beatrice F. Lang, Atlanta, Ga.; Benjamin H. Pershing, Springfield, Ohio; and Mrs. Russell L. Smith, Grafton, Ohio. INSTITUTIONAL MEMBERS: American Association for State and Local History, Madison, Wis.; Drexel Institute Library, Philadelphia; Electronics Supply Office, U. S. N., Great Lakes, Ill.; Long Beach Public Library, Calif.; and South Carolina Baptist Historical Collection, Furman University, Greenville, S. C. FOREIGN MEMBERS: *Australia* — Attorney General Department, Melbourne; *Brazil* — Arquivo Nacional, Rio de Janeiro; *Canada* — R. B. Curry, Ottawa, Ontario, and William J. Gray, St. Laurent, Quebec; *Israel* — Hebrew University, Jerusalem; *Japan* — Hokugakiun-Daigaku-Toshokan, Tokyo; and *Mexico* — Enrique L. Morales, Mexico, D. F.

TWENTY-SECOND ANNUAL MEETING

The twenty-second annual meeting of the Society of American Archivists was held jointly with the American Association for State and Local History, October 7-9, 1959, at the Benjamin Franklin Hotel in Philadelphia. Local arrangements were in the capable hands of Charles E. Hughes, Jr., City Archivist of Philadelphia, who worked in close cooperation with R. Norris Williams, director of the Historical Society of Pennsylvania, local arrangements chairman for the association. Roy F. Nichols, University of Pennsylvania, and Fred Shelley, Library of Congress, were responsible for the joint program.

The events that directly concerned the Society began Wednesday morning when Lucile Kane (Minnesota Historical Society) presided over a session on "Archives of the Professions — Present State and Future Possibilities." Vaughn Bornet (RAND Corporation) discussed social welfare records. The potential research value of legal records was presented by Seymour V. Connor (Southwest Collection). Philip D. Jordan (University of Minnesota) demonstrated the need for careful selectivity in the preservation of records relating to the medical profession. Morton Goldberg (Greenbaum, Wolff, & Ernst, New York City) commented informally on the problems of access and privacy in personal records. Mr. Bornet's paper is printed in this issue of the *American Archivist*.

Dr. Nichols presided at the luncheon Wednesday and introduced the Hon. Richardson Dilworth, mayor of Philadelphia, who spoke eloquently on "The Restoration of Old Philadelphia."

In the afternoon Victor Gondos (National Archives) served as chairman of the session on "Archives Buildings — Current Trends and Developments." Everett O. Alldredge (National Archives and Records Service) gave an illustrated talk on records center construction, and Henry H. Eddy (Pennsylvania Historical and Museum Commission) read a paper on surveying for archives buildings. Expert comment was provided by William J. Barrow (Virginia State Library), John T. Grisdale (Pennsylvania Society of Architects), and Vernon D. Tate (U. S. Naval Academy). The program included also a demonstration by representatives of Pyrotronics, a division of Baker Industries, Inc. (P. O. Box 390, Newark, N. J.), of "Pyr-a-larm," a fire detection and alarm system. The participation by the audience was gratifying to all responsible for this workshop.

The hosts for a pleasant reception Wednesday evening were the American Philosophical Society, the Historical Society of Pennsylvania, the Library Company of Philadelphia, and the University of Pennsylvania. The speaker of that evening, following the annual dinner, was Oliver W. Holmes, retiring president of the Society, who was introduced by the incoming president, Mary G. Bryan (Georgia Department of Archives and History). Dr. Holmes' address, "Public Records — Who Knows What They Are?" appears elsewhere in this issue. The annual business meeting followed.

A delightful feature of the meeting was the breakfast Thursday morning, for which the Hon. Charles A. Baker, Commissioner of Records, Philadelphia, was the genial host.

At the opening of the morning session, Lester K. Born (Library of Congress) described briefly the scope and progress of the National Union Catalog of Manuscript Collections. The subject of this session was "Archives Custodians and Historical Editors: Common Problems and Mutual Cooperation." The chairman, Whitfield J. Bell, Jr. (Papers of Benjamin Franklin), and the panel — Dorothy S. Eaton (Library of Congress), Ralph L. Ketcham (Papers of James Madison), and Edwin Wolf, 2d (Library Company of Philadelphia) — led a lively discussion in which the audience participated enthusiastically.

At the luncheon the Archivist of the United States, Wayne C. Grover, introduced Ernst Posner (American University), who gave his "Impressions of an Itinerant Archivist in Europe."

Those in attendance had the opportunity of joining in a walking tour of Independence Historical Park in the afternoon and the pleasure of attending a reception sponsored by the personnel of the Park and of the Region V Office, National Park Service.

On Friday morning Philip P. Mason (Wayne State University) led a workshop on "The University Archives and the Role of the University Archivist." A give-and-take discussion, with keen audience participation, ensued among F. Clever Bald (University of Michigan), Jacqueline Bull (University of Kentucky), Helen Chatfield (American University), and Donald A. Sinclair (Rutgers University).

Olney W. Hill (Vermont Public Records Commission) served as chairman

of the concluding session, "Management of Municipal Archives — the Care and Preservation of Local Records." James Katsaros (New York City Municipal Archives and Records Center) and C. Frank Poole (Baltimore Department of Legislative Reference) explained the background and progress of records work in their cities. Mr. Hill read for Ray Smith (Portland, Oregon) a statement about the microfilming of significant city records. The paper of Allen Weinberg (Philadelphia Department of Records), showing how it was possible, in one instance, to administer court records properly despite the delays and conservatism of the legal profession, concluded this session. Expert comment was provided by Edward Johnson (Office of Civil and Defense Mobilization), H. G. Jones (North Carolina Department of Archives and History), and Thornton W. Mitchell (Records Management Associates, San Francisco).

Fred Shelley

Fellows of the Society of American Archivists

At the business meeting of the Society on October 7, 1959, the names of the newly elected Fellows of the Society were formally announced, as follows:

Henry P. Beers	Lewis J. Darter, Jr.	Thad S. Page
Francis L. Berkeley, Jr.	Lola M. Homsher	James W. Patton
David L. Corbitt	David C. Mearns	Marcus W. Price
David C. Duniway	Kenneth W. Munden	Gust Skordas

Waldo Gifford Leland Prize

At the annual dinner of the Society on October 7, 1959, Ernst Posner reported for the Committee on the Waldo Gifford Leland Prize. He referred to the recommendations of the Special Committee on the Waldo Gifford Leland Prize by which, according to the Society's resolution of August 19, 1958, the permanent committee was to be guided, and he explained that the award was to "be given for some publication of the previous calendar year" that was "an outstanding published contribution in the field of archival history, theory, or practice," "outstanding guides, other finding aids, and documentary publications and texts" also to be considered. The committee, he stated, had decided unanimously to confer the award on Theodore R. Schellenberg, author, and Manuel Carrera Stampa, translator, of the treatise *Archivos Modernos: Principios y Tecnicas,* published in Havana in 1958. While the main body of the work had been published in 1956, it contained important new chapters on the treatment of private papers and hence could qualify under the terms of the award. He added that this much-needed treatise made available to archivists in the Spanish-speaking countries the experience of the United States in archival administration and thus was bound to contribute significantly to the common culture of the Americas.

Report of the Secretary

The office of the Society's secretary is unique in that it serves as the "Broadway and 42nd Street" of the business transacted by and for our membership; it provides an avenue along which the traditional archivist and the records manager can move together toward greater understanding and effectiveness in archival administration in its broadest sense. It also provides the avenue for expression for the many who are interested in or closely identified with the profession without being practicing members. This intermingling communication of the professional and lay, of line and staff, of Federal and State and local archivist and scholar, of men and women from many special fields of endeavor, of archivists and administrators from all levels, from most States, and many countries, makes for a vital and challenging force in the execution of the duties of office. It is a mixture which should inspire the exchange of ideas, the development of broad insight, and the growth of the archival profession.

With servicing of those interested generally in archives as its basis and the membership of the Society as its clientele, the office of the secretary must progress along lines of balance in all its interests and activities. This maintenance of equilibrium is a continuing test of decision-making, setting of priorities, and participation in cooperative leadership. If a proper balance is to be maintained it cannot be a static thing. Sooner or later we should recognize that basically the Society must move toward three primary objectives which motivate the majority of individuals who affiliate with it: (1) a desire to be identified with higher professional standards, (2) greater administrative or management efficiency, and (3) better understanding of the archivist's role in public affairs.

As the result of several years' experience in the office of secretary, I am moved humbly to suggest that there are certain long-range plans which should be developed:

1 Greater consideration should be given to dealing with archives administration from various angles and with an overall concern rather than the specific, which tends to distort the Society's purpose. Central leadership and concern with the executive tasks of archives administration, for example, require attention to intergovernmental relations, administrative communication, program development, organization and systems, budgeting and finances, publication, legislation, dynamics of professional leadership, and training of personnel.

2. In order to serve best such an area of development and growth the Society must work wholeheartedly to provide a broad base for exchange of experience, research toward new insights, public presentation of the archivist's role, and proper analysis of issues pro and con, to the end that the Society may advance knowledge, skill, and satisfaction in the science of the archives profession.

3. The Society must endeavor to provide a program which will blend specific activities that are multiple but interrelated. Conferences, institutes and workshops, technical committees, the *American Archivist,* the International Relations Committee, the personnel register, educational pamphlets, and news releases — all serve the general cause of archives administration. Meetings, publications, committees, education and training, and information services are areas requiring much greater coordination and progressive development on a long-range basis.

4. In the area of finance there is a need for future consideration and planning if the Society hopes to develop and grow in stature. The current dues are so modest that our administrative services are on a hand-to-mouth basis. The administrative

offices of the secretary, treasurer, and editor are staffed and maintained through the benevolence of State or Federal agencies, with the dedicated support of individual members of the profession elected to these offices. There is a need for increase in the individual membership dues. In addition, the Society should look to financial balance through variety — reliance on several sources of support rather than dependence on one. Membership and subscription income — itself from hundreds of individuals and organizations — could be complemented by revenues from meetings, agency affiliation, foundation grants, and (where possible) the sale of services.

To effect such a broad basis of development will make strong demands on the Society's leadership. The very moderation which has been the Society's strength could easily become its weakness — manifested perhaps in a diffusion of energy, an emptiness of belief, a lack of enthusiasm, or a tendency to drift. We must strive to be general and balanced, yet purposeful and vigorous.

That the Society has met this challenge only to a degree is attested by the organization's record of membership. For the period October 1, 1958, through September 30, 1959, there were 93 new members and 110 were dropped — a *net loss* of 17 members. (One individual became a life member.) There were 61 new subscribers to the *American Archivist* with 32 dropped — a *net gain* of 29 new subscribers. As will be deduced, it is vital that each member of the Society make it a personal project to see that every interested or qualified person or institution is given the opportunity to participate in Society service. This is a field where special-area chairmen can do valiant service. If names are submitted to the secretary, prospective members will be promptly contacted.

Our committee activities were somewhat delayed in programing because a number of chairmen had to be replaced, and new members had to be assigned to some committees. However, there are always a number of special-area committees which are unusually productive so that their reports are deserving of special mention. These are the committees on church records, college records, Federal-State relations, State records, and records management. In each instance suggestions for exploitation or improvement were developed. It is the secretary's hope that the more significant reports can be published in the *American Archivist* as a supplement to her report.

It was the general consensus that committees could function more effectively if there were greater coordination among them; that certain committees as now operating could more effectively function as subsections of well established committees where there are allied interests. Also, it was generally thought that the Membership Committee could be abolished and function as a duty of the secretary's office; that, as presently constituted, it is a duplication of effort, with the final work of promotion and coordination required to be done by the secretary in any event. Every committee chairman felt the need for a directory of membership for internal use in committee work, and multiple requests were made that the secretary furnish each committee chairman, as well as officers and the Council, with an annual mimeographed directory, with quarterly change lists furnished for updating.

Without detailing too much of the administrative routine of the secretary's office, it might be well to give statistics of the correspondence involved. During the fiscal year 1958-59 approximately 2,500 communications were mailed

from the secretary's office in response to approximately 2,000 communications received. Such correspondence requires the burning of much midnight oil and a willingness to forego the normal freedom of weekends. The responsibility, however, is one that is shared by other officers and members of the Council and the committee chairmen. The close and amicable working relations between the secretary's and treasurer's offices is a matter of continuing satisfaction and makes for an equitable distribution of the heavy administrative detail involved in these offices.

The secretary has attended all Council and business meetings of the Society during the year and has participated in necessary arrangements for the annual meetings.

It has also been the secretary's responsibility to maintain and foster professional relationships and exchanges with the following organizations: American Council of Learned Societies, American Association for State and Local History, American Documentation Institute, American Historical Association, American Library Association, American Management Association, American Record Executives Association, American Standards Association, Association of Historic Sites Administrators, International Council on Archives, Manuscript Society, National Association of State Libraries, National Microfilm Association, National Records Management Council, Pan American Institute on Geography and History, and UNESCO. Worthy of special mention was the cooperative functioning with the National Microfilm Association. The secretary provided a list from which a number of our members were provided with financial grants-in-aid, thus enabling them to attend the meeting in Washington, D. C., in celebration of the hundredth anniversary of microfilming. Also, the secretary has handled the arrangements for the joint meeting of the Society and the American Historical Association, a matter which must be completed before August 1 of each year.

The numerous administrative committees have functioned adequately, with assistance on detail from the secretary and liaison with the officers and Council. In order to conserve time expended on these matters during the course of Council meetings, it has been suggested that an informal newsletter from the secretary's office could be sent to officers, the Council, and committee chairmen at appropriate intervals, perhaps quarterly, which would better disseminate pertinent information to those specifically concerned. This suggestion is favorably recommended for the coming year. In conclusion, the secretary wishes to express appreciation for the cooperation and loyal assistance rendered by so many of her associates and friends in the Society.

As always, it is a pleasure and an honor to serve my colleagues within the Society.

DOLORES C. RENZE, *Secretary*

[*Editor's note:* The minutes of the business meeting on October 7 and of the Council meetings on October 6 and 8 will appear in the April 1960 issue of the *American Archivist.*]

Report of the Treasurer

The Society's cash assets for the fiscal year ending June 30, 1959, were $20,270.53. An analysis of this figure discloses that $4,686.00 was received from the several classes of membership; $2,863.30 from subscriptions to the *American Archivist*; $264.33 from the sale of back issues of the *American Archivist*; $165.00 from the sale of microfilm copies and reprints; $360.00 from the sale of advertising space in the *American Archivist*; $13.25 as contribution in excess of dues; and $32.00 from the sale of the *Directory*. Through the good management of the Local Arrangements Committee our annual meeting at Salt Lake City netted the Society $32.20.

Our Society's expenditures during the past fiscal year were $9,716.76. Of this total, $1,280.94 was paid for administrative expenses; $113.80 for the purchase of microfilm; $6,522.02 to The Torch Press for printing and mailing the *American Archivist*; and $1,800.00 for the preparation of an index to the *American Archivist*.

It is your treasurer's pleasure to report that the Society is solvent. Besides a good working bank balance, we have reserve funds in three savings accounts in addition to the separate account set up for the Waldo Gifford Leland Prize Fund. The total of these four funds now amounts to $7,571.37, which realized interest in the amount of $216.83.

After the payment of all bills submitted during the fiscal year ending June 30, 1959, the checking account contained a balance of $2,982.40. A more detailed statement of receipts, expenditures, and cash on hand is being deposited with the secretary for inclusion in the records of the Society and another copy is being turned over to the editor for publication in the *American Archivist*.

Leon deValinger, Jr., *Treasurer*

Statement of Receipts, Expenditures, and Cash on Hand
For the Fiscal Year July 1, 1958 — June 30, 1959

Revenues: Bank Balance June 30, 1958			$11,537.62
Annual meeting receipts 1958		$ 132.20	
Annual dues		4,686.00	
Subscriptions		2,863.30	
Contributions in excess of dues		13.25	
Sale of back issues of the *American Archivist*		264.33	
Sale of microfilm and reprints		165.00	
Sale of advertising		360.00	
Interest on savings accounts		216.83	
Sale of *Directories*		32.00	8,732.91
Total Revenue			$20,270.53
Disbursements:			
Advanced for annual meeting, 1958		$ 100.00	
Administrative expenses:			
President — Postage		15.00	
Secretary — Postage	$ 118.40		
Stationery	100.51		

Printing	134.12		
Travel	258.46		
Communications	21.03		
Other	25.00	657.52	
Treasurer — Postage	89.90		
Stationery	10.50		
Travel	6.73		
Communications	6.70		
Clerical	172.00		
Other (bond)	25.00	310.83	
Editor — Postage		19.00	
Committees		69.42	
Indexing		1,800.00	
American Archivist (printing and mailing)		6,522.02	
Refunds		14.00	
Purchase of microfilm and copies		113.80	
Purchase of back issues		77.25	
International Council dues		17.92	9,716.76
Balance on hand			$10,553.77
Reconciliation:			
Bank balance June 30, 1958		$11,537.62	
Receipts		8,732.91	
Total Assets		$20,270.53	
Less disbursements		9,716.76	10,553.77
Cash in checking account June 30, 1959		$ 2,982.40	
Cash in savings accounts:			
# 48025 — Evans Savings, Ohio	$ 2,122.71		
#183127 — Firestone Bank, Ohio	3,259.27		
# 30202 — Empire Savings, Denver	1,075.46		
# 30696 — Empire Savings, Denver	1,113.93	7,571.37	$10,553.77

Report of the Auditing Committee

Mr. Leon deValinger, your treasurer, on August 14 last, made available to your auditing committee a very neat, typed statement covering in detail the fiscal operations of the Society for the year ending June 30, 1959.

The two members of your committee have each separately and independently gone over these accounts and can report that all receipts and expenditures have been accounted for, that each transaction has been clearly presented, and that everything has been very adequately documented in detail by items clearly arranged.

Your committee commends Mr. deValinger, your treasurer, for his methodical accounting procedures and clear presentation, which have combined to render our task of auditing very simple.

Henry H. Eddy, *Chairman*

Abridged Committee Reports

Committee on Archival Buildings and Equipment

In the 1958 report of this committee the chairman recounted his consulting trip to Puerto Rico in connection with a projected new building for the General Archives of the Commonwealth Government. Word has recently been received from the Puerto Rican Archives Director, Luis Rodríguez Morales, that the recommended site, the Bacardi Building, was at last deeded to the Commonwealth Government, so that the planning of the new archives can commence at once. South Carolina's new archives building in Columbia was slated to be opened for business in August 1959. Georgia's structure has not yet got under way as the Governor has not released the appropriated funds.

As usual, the chairman had considerable correspondence during the year, answering pertinent queries. Individual conferences were held with the following persons: Col. Arcy da Rocha Nobrega, Director of the Brazilian Army Archives, who had several sessions with the chairman in September 1958, relating to all aspects of a large archival building; Japanese librarian Shigamichi Kosugi, of Tokyo, on containers, shelving, and manufacturers; Elizabeth Duvall of the Smith College Library; and Mario O. Pariente, librarian, Santa Clara, Cuba. Information was also sent to Mario Briceno Perozo, Director of the Archives, Caracas, Venezuela. The chairman and Everett O. Alldredge, committee member, lectured on archival buildings and record centers, respectively, to the American University summer institutes on archival administration and on record management.

Victor Gondos, Jr., *Chairman*

Committee on Bibliography

Although no formal meetings were held during the year, the committee assisted in formulating opinions on several important matters. It urgently recommends that the "Writings on Archives" published annually in the *American Archivist* be reunited in a single list. The committee also urgently recommends that serious consideration be given to a cumulative bibliography, selected from the items of more than ephemeral interest.

The committee recommends also the preparation of a book of selected readings (in translation) from the classic books and articles on archival administration. In making this recommendation the committee is not unaware of the rapid development of the archival profession in the United States in the 20 years since the idea was first advanced.

Attention is called to the resolution, published in the *American Archivist,* 16:375 (Oct. 1953), prepared by the Committee on International Relations in 1953, endorsed by the Society, and presented by the American delegation to the Second International Congress on Archives at The Hague, pointing to the need for an international, selective, historical bibliography on archives and archival administration. This need has not yet been met.

The chairman represented the Society in liaison with the Committee on Bibliography of the American Library Association at its meeting in Washing-

ton, D. C., during June 1959, and the committee was represented otherwise during the midwinter meeting of the American Library Association. This liaison should be discontinued as unessential.

LESTER K. BORN, *Chairman*

Committee on Church Records

The program of this Committee has been outlined roughly as follows:

1. An intensive membership recruitment program among church archivist-historians. The initial deadline of October 1, 1959, was not met; but at least 75 invitations for SAA membership were extended to prospects.
2. The preliminary "Bibliography of Church Records" (see the *American Archivist,* July 1958) to be revised, supplemented, and brought up to date.
3. The compilation of a list of archival depositories for church records, including a paragraph or two giving the location and brief description of the depository and its resources. The 1958 *Directory* produced by the American Association for State and Local History might serve for initial information.
4. The publication of a Techniques Manual along the lines of the manuals on military history.

AUG. R. SUELFLOW, *Chairman*

Committee on College and University Archives

This committee has been concerned primarily with the workshop meeting, "The University Archives and the Role of the University Archivist," held during the annual meeting in Philadelphia, October 9, 1959. Other projects have been suggested as future activities of the committee, including the production of a booklet describing the steps in establishing college or university archives; the compilation of a bibliography of writings on the subject; and a followup of the questionnaire circulated six years ago to colleges and universities. The committee believes also that it should make a determined effort to attract university registrars and records officers to membership in the Society.

PHILIP P. MASON, *Chairman*

Committee on Federal-State Relations

This new committee held its first meeting December 28, 1959, in Washington. Throughout the year it has had an active correspondence among its members and with persons or agencies from whom it has sought information or advice, its chairman has been in continuous contact with the Society's president and secretary, it has represented the Society at two important conferences of professional groups held under the auspices of the Office of Civil and Defense Mobilization, and it has devoted many hours to at least one of the major areas of Federal-State archival or record-management relations selected for emphasis this year.

The committee has described all of this work and has discussed future activities in its "Report on Federal-State Relations in the Archival and Record-Management Fields," October 6, 1959, reproduced for distribution at the

Society's annual meeting at Philadelphia. Copies are available upon request.

Toward the end of the reporting year the present committee chaiman has kept his successor, Sherrod E. East of the National Archives, informed of the committee's work and plans. The committee's files, consisting of its correspondence and other papers, are being turned over to the new chairman.

KEN MUNDEN, *Chairman*

Committee on International Relations

The chairman was appointed representative of the U. S. Government to the fourth consultation of the Commission on History of the Pan American Institute of Geography and History that met at Cuenca, Ecuador, in January 1959. While at this meeting he presented a number of proposals relating to archival matters to the Committee on Archives. One of these proposals pertains to the development of a policy regarding the alienation of records. The declaration of policy adopted is printed in the *American Archivist,* 22:260 (Apr. 1959).

Another matter handled by the committee during the past year was the development of a questionnaire on record preservation, designed to elicit information in regard to the practices of archival institutions in the Western Hemisphere. The acquired information is to be used by the Archivist of the United States in a report to be submitted at the next International Congress on Archives at the meeting in Stockholm, Sweden, in August 1960. The chairman developed the questionnaire and had it translated into Spanish. The Spanish version has been distributed among archivists of the Latin American countries.

T. R. SCHELLENBERG, *Chairman*

Committee on Records Management

This committee has taken stock of itself in trying to determine how it might best be of service. It believes that the Society does not now offer much to those particularly interested in the field of records management. The committee recommends that the Society take more active leadership in this field. Unless it does, it risks the loss of members to other associations which deal specifically with this subject. Archivists, through necessity, will eventually have to familiarize themselves with, and use, records management techniques. They therefore should welcome a more active program in records management. The archivist can be of great assistance to the records manager by helping him decide what kind of material he should preserve for long-range historical use.

Ideas furnished by the committee members suggest the following long-range objectives:

1. Sponsor publication of a textbook on records management.
2. Promote the introduction of records management courses in universities and colleges.
3. Sponsor a few records management scholarships.

4. Sponsor studies of various records management programs both here and abroad to keep abreast of developments.

Immediate objectives appear to be:

1. To continue to operate as a technical advisory committee, answering requests for records management information.

2. To conduct a poll of the membership on the aspects of records management in which they are interested and on which they would like further information. The information obtained would serve as the basis for special studies by the committee and articles in the *American Archivist* and in general would give us some idea of the interests of the members in records management. This could be accomplished at very little cost by a questionnaire which could be mailed to the membership. Such a questionnaire to be most effective would have to be carefully worded and possibly pretested.

3. To establish a clear-cut policy with respect to further activities of the records management committee.

W. H. Topham, *Chairman*

State Records Committee

The committee reviewed a proposal suggested to the Council by David Duniway, Oregon State Archivist, for a study of State archival practices in State libraries, and recommended that it not be adopted in its present form.

The committee agreed that a 1959 directory of State Archivists should be prepared, and it was further suggested that such a directory or list of State Archivists or heads of appropriate agencies be an annual responsibility of the committee. A directory has been prepared and is available for distribution.

The committee also agreed that Mary Givens Bryan's 1957 "Comparative Study of United States and Territorial Laws Governing Archives" should be brought up to date and that salary ranges for professional personnel should be included. H. G. Jones, Archivist of North Carolina, accepted the assignment. Replies to a questionnaire circulated by Mr. Jones were not returned in time for him to complete and publish a full report for distribution in October, but the complete report will be assembled and distributed.

The committee members were contacted during the 1959 session of the New Mexico legislature and, at the request of the Society's secretary, were asked to write to a member of the New Mexico legislature urging that a State Archives be established. The New Mexico legislature did pass a public records act.

The chairman was privileged to serve as an ex-officio member of the newly established Federal-State Relations Committee.

Robert M. Brown, *Chairman*

Resolutions

At its luncheon meeting of October 8, 1959, the Society adopted the following resolutions, recommended by the committee of which LeRoy DePuy was chairman:

Whereas, G. Philip Bauer has completed his service as editor of the *American Archivist* and has been succeeded by Kenneth W. Munden, be it

Resolved, that the Society commend Dr. Bauer for his excellent service as editor and offer its congratulations to Mr. Munden on his new position.

Whereas, the duties of officers, Council members, and committees are a continuing responsibility during the year, and

Whereas, the success of the annual meeting depends upon the work of these individuals and also the special efforts of various committees responsible for the annual meeting, be it

Resolved, that the Society through its secretary formally extend its appreciation for their untiring efforts to:

(1) All members of the Committee on Local Arrangements under the very able joint chairmanship of Charles E. Hughes, Jr., and R. Norris Williams, II, the latter assisted by Nicholas Wainright, for the excellent planning of the meetings, social events, and other arrangements for the comfort and enjoyment of members and guests;

(2) All members who assisted the Program Committee chairman, Fred Shelley, in the planning and execution of a stimulating program;

(3) The general manager and staff of the Hotel Benjamin Franklin for their cooperation in making available their facilities;

(4) The Honorable Charles A. Baker, Commissioner of Records, City of Philadelphia; and

(5) The American Philosophical Society, the Historical Society of Pennsylvania, the Library Company of Philadelphia, and the University of Pennsylvania for their hospitality.

Whereas, the late Dorothy Martin of the Burton Historical Collection, Detroit Public Library, served with distinction in various capacities in the archival profession, be it

Resolved, that the Society express deep sorrow to her family.

Whereas, the State of New Mexico has approved legislation relative to the establishment of a State archives program, be it

Resolved, that the Society formally congratulate the appropriate State officials of New Mexico.

Whereas, the National Microfilm Association, relative to its Washington meeting early in 1959, made available grants to archival personnel so that they might participate in the program, be it

Resolved, that the Society commend the Association for making these grants possible.

Whereas, the National Archives and Records Service has instituted training programs through regional workshops and made these available on a broad basis to archival and records personnel, be it

Resolved, that the Society commend the National Archives and Records Service for these contributions to the cause of professional betterment.

Civil War Centennial Commission Liaison Committee

President Mary Givens Bryan has announced the appointment of H. G. Jones, Archivist of North Carolina, as chairman of the Society's Liaison Committee with the Civil War Centennial Commission. The committee's other members are as follows:

Dallas D. Irvine, National Archives, Washington 25, D. C.

Robert T. Quarles, Jr., Archives Division, Tennessee Library and Archives, Nashville, Tenn.

Charlotte Capers, Director, Mississippi Department of Archives and History, Jackson, Miss.

Richard G. Wood, Director, Vermont Historical Society, Montpelier, Vt.

William J. Petersen, State Historical Society of Iowa, Iowa City, Iowa.
Nyle H. Miller, Memorial Building, Topeka, Kans.
Sidney Forman, Archivist and Historian, U. S. Military Academy, West Point, N. Y.
Clem M. Silvestro, Director, American Association for State and Local History, 816 State St., Madison, Wis.

FOURTH INTERNATIONAL CONGRESS ON ARCHIVES

The Fourth International Congress on Archives, to be held at Stockholm, Sweden, August 17-20, 1960, will be devoted to questions of (1) national archives; (2) new techniques, materials, and experimentation since 1950 in restoration of documents and seals, preservation of maps and plans, and photography; and (3) archives and modern economic and social research. Questionnaires, on the basis of which reports on two of these subjects are to be presented, have been distributed among the archival agencies and the professional associations of archivists of each member country by Ingvar Andersson, Director General of the Archives of Sweden and president of the Organization Committee for the Congress.

Since the three parts of the second topic are to be treated separately by three different reporters — one for Eastern Europe, one for Western Europe, and one for the Western Hemisphere — the questionnaires relating to that topic are being developed separately. Those distributed by Dr. Andersson ask, with respect to national archives, questions about their organization, administration, staffing, holdings, methods of selection and disposal, methods of arrangement, methods of disinfection and preservation, libraries, buildings and equipment, technical services, classification and indexing (including description), and reference services; and, with respect to archives and modern economic and social research, questions about the types of organizations concerned with the care of economic and social archives, the qualifications and training of the custodians, and the "results" in terms of finding aids produced, periodicals in the field, and use of records by research workers, students, businessmen, and others.

Members of the Society of American Archivists expecting to attend the Congress should write to: IV^{e} Congrès International des Archives, Riddargatan 11B, Stockholm Ö, Sweden, not later than January 31, 1960.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Volume 24 of the *Territorial Papers of the United States*, just published, is the third volume relating to Florida Territory and contains papers for the period 1828-34. It may be purchased from the Superintendent of Documents for $8. ¶ Two recently published leaflets, *Pension and Bounty-Land Warrant Files in the National Archives* and *Records in the National Archives Relating to Confederate Soldiers*, are of special interest for students of genealogy. ¶ The series of preliminary inventories has been extended by the publication of no. 116, *Records of the United States District Court for the Southern Dis-*

trict of New York; no. 117, *Records of the Commission on the Renovation of the Executive Mansion*; no. 118, *Records of the Farmers Home Administration*; no. 119, *Records of the Information Department of the Office of Price Administration*; no. 120, *Records of the Enforcement Department of the Office of Price Administration*; and no. 121, *Records of the Shipbuilding Stabilization Committee.* ¶A *Supplement,* prepared by Gerhard L. Weinberg of the American Historical Association's Committee for the Study of War Documents, has been issued to bring up to date the *Guide to Captured German Documents* published by the Air University in 1952. It describes German documents, both on paper and on microfilm, in the Hoover Institution, the Library of Congress, the National Archives, the Yivo Institute for Jewish Research, the University of Pennsylvania Library, and the Alderman Library of the University of Virginia. It also lists guides to German documents in these and other depositories. The Committee for the Study of War Documents has also prepared and the National Archives has published four additional guides to German records microfilmed at Alexandria, Va.: no. 10, *Records of the Reich Ministry for Armaments and War Production*; no. 11, *Fragmentary Records of Miscellaneous Reich Ministries and Offices*; no. 12, *Records of Headquarters of the German Army High Command* (Part I); and no. 13, *Records of the Reich Air Ministry.* ¶Among the recently issued National Archives Microfilm Publications are Letters Received by the Office of Indian Affairs from the Idaho (17 rolls), Iowa (1 roll), Montana (31 rolls), Nevada (8 rolls), Northern (3 rolls), and Wyoming (6 rolls) Superintendencies, and from ten additional Agencies (39 rolls); Population Schedules of the 1820 Census for the States of Maryland (7 rolls) and New York (18 rolls); Passenger Lists of Vessels Arriving at Baltimore, 1888-91 (7 rolls), and at Boston, 1820-48 (25 rolls); the Official Records of the Union and Confederate Navies, 1861-65 (31 rolls); and Compiled Service Records of Confederate Soldiers Who Served in Organizations From the State of Georgia (607 rolls).

National Historical Publications Commission

The first volume of *The Papers of John C. Calhoun,* covering the years 1801-17, was released on October 18 at a special program in Columbia, S. C. The University South Caroliniana Society, the University of South Carolina, and the South Carolina Archives Commission are cosponsors of the project. The Calhoun Papers project was the first of a number of projects, modeled on Julian P. Boyd's Thomas Jefferson project at Princeton University, that were established throughout the country with encouragement from the National Historical Publications Commission. The papers are being published by the University of South Carolina Press, Columbia 1. Vol. I (xxi, 469 p., with index) sells for $10.

Office of Records Management

Herbert E. Angel, Assistant Archivist of the United States for Records Management since 1956 and in charge of the Office of Records Management

since January 1950, was appointed on November 12, 1959, to succeed Roy W. Crawley as Director of Administration of the General Services Administration. ¶The National Archives and Records Service has since its inception been moving toward developing in each Federal agency a well-rounded, effective paperwork management program. To assist in this aim, it has developed so far a series of six workshops, each designed to strengthen at least one aspect of the total agency program. Two workshops (Plain Letters, and Form and Guide Letters) are aimed specifically at the problems of correspondence. A Mail Management workshop trains all agency persons concerned with the flow of paperwork in the procedures for expediting it; the sessions show how, by getting mail to action points quickly, by properly delegating authority, and in other ways, an agency can reduce the handling of paperwork and realize sizable savings. A variation of the Mail Management workshop is one on Speeding Correspondence; those who attend it are obligated to return to their agencies and conduct a study. A Forms Improvement workshop proceeds from the recognition that forms constitute 85 percent of Federal files; the principal participants are the forms originators, and the benefits are less printing cost and less clerical processing cost. The last of the six, the Records Disposition workshop, trains files custodians at all levels; records managers serve as instructors, since the principles described are already well known to them. The benefits are greater coverage of records scheduled, clearer schedules, and shorter retention periods for records.

Office of the Federal Register

Four volumes of the new series of *Public Papers of the Presidents of the United States* have been published over an 18-month period. The release in October 1959 of the volume entitled *Dwight D. Eisenhower, 1955* completes the coverage of the years 1955-58. The series will continue with the publication of two volumes annually, one covering the current year, the other an earlier year. The National Historical Publications Commission has recommended unanimously that the series be extended to cover the Truman papers, and extension to cover 1945-52 has been formally authorized by the Administrative Committee of the Federal Register. The series is limited to papers that have been made public. These include messages to Congress, addresses and extemporaneous remarks, transcripts of press conferences, letters, messages to heads of state, and statements by the President on miscellaneous subjects. The indexed volumes contain lists of all reports to Congress, proclamations, and Executive orders issued. All volumes are sold by the Superintendent of Documents, Government Printing Office, Washington 25, D. C. ¶Work has begun on a five-year consolidation of the "tables of laws affected" which were added to the United States Statutes at Large in 1956. These tables cover amendments and repeals of prior laws. They also include separate lists of all prior laws referred to in the text. It is expected that the consolidated tables covering 1956-60 will be published early in 1961.

Franklin D. Roosevelt Library

Among the more important recent manuscript acquisitions are (1) papers of U. S. Rep. James Roosevelt, son of Franklin D. Roosevelt, most of them for the years 1937-38, when Mr. Roosevelt was Administrative Assistant to his father; (2) papers of Emil E. Hurja, 1912-53, reflecting his long career in journalism, his work as executive secretary to the Democratic National Committee, 1932-37, and his connection with other public affairs; (3) papers of Judge Samuel I. Rosenman, chiefly speech drafts prepared by him as aide to President Franklin D. Roosevelt; and (4) papers of R. Walton Moore, chiefly correspondence and other records relating to his activities as Assistant Secretary of State and Counselor of the Department of State in the 1930's. The papers of Judge Rosenman and John M. Carmody are now open for research. ¶The terms governing access to the Morgenthau papers in the Library have been altered by agreement between Henry Morgenthau, Jr., and the Administrator of General Services. Those papers that predate January 1, 1937, will be opened for general research by scholars on January 1, 1962; those of 1937-40 will be made available on January 1, 1966; and the rest will be opened on January 1, 1971.

Harry S. Truman Library

An active program to acquire personal papers of associates of President Harry S. Truman, such as former Cabinet Members, is under way, and a number of commitments have been received. ¶Thirty-two research-room permits have been issued to professors and graduate students representing universities from coast to coast. The varied topics being worked on are largely domestic issues of the Truman Presidential Administration and Senatorial career. Nine researchers have received grants-in-aid from the Harry S. Truman Library Institute for National and International Affairs. ¶More than 220,000 persons visited the museum of the Library in its first two years, ending in September. Of these, 32,000 were students. The painting of the mural "Independence and the Opening of the West," by Thomas Hart Benton, began in November.

Dwight D. Eisenhower Library

Ground-breaking ceremonies for the Eisenhower Library at Abilene, Kans., were held on October 13, the day before the President's sixty-ninth birthday. The Hon. Harry Darby, former Senator from Kansas and cochairman of the Governor's National Committee for the Eisenhower Library, acted as master of ceremonies. The Hon. George Docking, Governor of Kansas, introduced the President. An extract from the President's address on this occasion appears on p. 61 of this issue.

LIBRARY OF CONGRESS

The Manuscript Division now estimates its holdings at 16,264,000 pieces, in about 3,000 different collections. Two additions have been made to existing

manuscript collections in the Library. Nearly 4,000 items added to the papers of Robert W. Woolley (1871-1958) include correspondence with prominent Democrats and the manuscript of Woolley's unpublished autobiography, "Politics Is Hell." The John Barrett papers have been augmented by about 7,500 manuscripts, 1903-20, when Barrett was minister to Argentina, Panama, and Colombia, and finally Director General of the Pan American Union. ¶Notable new groups of papers include those of Rudolph Evans, distinguished American sculptor who created the heroic statue of Jefferson for the Jefferson Memorial; more than 100 manuscripts of two British statesmen, Henry Dundas (1742-1811), first Viscount Melville, and his son Robert Saunders Dundas (1771-1851), second Viscount Melville; and an extensive collection of documents of the Arthur P. Schmidt Co. of Boston, relating to publishing the musical works of distinguished American composers of the so-called New England School. ¶A register of the papers of Morrison R. Waite has been published and may be obtained from the Library's Card Division for 30¢. ¶The second series of microfilm reproductions of Presidential papers, those of William Henry Harrison, may be purchased for $20 from the Chief, Photoduplication Service; it is available also under interlibrary loan regulations.

OTHER FEDERAL NEWS

Interagency Records Administration Conference

Established in 1941 by the Civil Service Commission to promote training in filing practices, the Washington IRAC has grown in size and scope. Its interests now cover all aspects of records creation, maintenance, and disposition. Monthly meetings are held in the National Archives theater. This conference is administered by a steering committee, two members of which are designated by the National Archives and Records Service and the Bureau of the Budget, respectively. *Proceedings* of the Washington monthly meetings and *Time Saver Ideas*, sent without charge to members, are available to others on request to the Secretary, Interagency Records Administration Conference, National Archives, Washington 25, D. C. IRAC meetings are held several times a year in each of the cities outside of Washington where General Services Administration has its regional offices: Boston, New York, Atlanta, Chicago, Kansas City, Dallas-Fort Worth, Denver, San Francisco, and Seattle. In addition, meetings are held in Baltimore, St. Louis, St. Paul-Minneapolis, Los Angeles, and Portland, Oreg. Requests for notices of meetings should be addressed to the Secretary, Interagency Records Administration Conference of the nearest regional office, U. S. General Services Administration. Particular IRAC meetings are reported under State and local news.

Department of the Army

The U. S. Army Civil Affairs School, Fort Gordon, Ga., would appreciate receiving for its Civil Affairs Research Reference Library any published materials, screened from records or otherwise surplus, in the general area of the social and military sciences.

Department of the Navy

Rear Adm. E. W. Eller, Director of Naval History, Office of the Chief of Naval Operations, informs the *American Archivist* that the Department of the Navy is collecting for publication the naval and associated maritime documents of the American Revolution, covering the period from December 1, 1774, through 1783, with selected documents of later date that have important bearing on naval-maritime aspects of the Revolution. A large number of British, French, Dutch, Spanish, and other foreign documents, if appropriate, will be included. The chief editor, William Bell Clark, will welcome information about appropriate items not yet uncovered. ¶The Department has adopted a single system for classifying directives, correspondence, forms, reports, and other documents by subject. The system is mandatory for all ships and stations by January 1, 1960.

Department of the Air Force

Col. J. L. Tarr of the Directorate of Administrative Services spoke on paperwork management at the annual dinner for Regional Directors of the National Archives and Records Service, held in Washington, D. C., September 24, 1959. He described correspondence simplifications that have resulted in greater efficiency. ¶The Air Force has 164,000 cubic feet of noncurrent records in the Department of Defense Military Personnel Records Center in Overland, Mo., established July 1, 1957. Many procedural changes and a good incentive award program have resulted in a reduction in center personnel requirements from 246 to 195.

Post Office Department

Management officers with paperwork liaison responsibility have been appointed in each of the Post Office Department's 15 regional offices. Everett Sheats, Assistant Director for Paperwork Management, has been temporarily detailed to the Office of Civil and Defense Mobilization to assist it in establishing a paperwork program.

Department of the Interior

Sam Heller, Management Analyst, reports that a recently issued publication, *Improving Property and Records Management in Our Field Offices*, contains workshop proceedings and recommendations of Interior Department conferences held in Portland, Oreg., Omaha, Nebr., and Albuquerque, N. Mex. Copies may be obtained from the Division of Property Management, Department of the Interior, Washington 25, D. C. During 1959 the Department had 15 forms improvement workshops attended by 222 "middle line" officials from 8 bureaus, and 9 records disposition workshops attended by 150 files supervisors. ¶The Records Improvement Project for Public Domain Records, undertaken in 1955 by the Bureau of Land Management, has envisioned the reconstruction of all public land status records and the microfilming of all

records that affected the title or availability of title to public land from May 20, 1785, when the rectangular system of surveying was established. The project covers 16 western States and the State of Alaska. New records have been installed for Utah, New Mexico, and Oklahoma; and work is currently under way for Arizona and Alaska. Eventually the work will be extended to Montana, North Dakota, South Dakota, California, Colorado, Nevada, Oregon, Wyoming, Kansas, Nebraska, Idaho, and Washington. Harold K. Johnson, Records Management Officer, describes the new records as (1) microfilm copies of original records arranged by State, township, and range, mounted in aperture cards and filed chronologically; and (2) status records, comprising historical (narrative) indexes and plats. Anyone interested may write to the Information Office, Bureau of Land Management, Department of the Interior, Washington 25, D. C., for a copy of *The Public Land Records . . . Footnotes to American History*, a brochure released on November 2, 1959.

Department of Commerce

As reported by Clyde M. Collier, archivist, the National Weather Records Center at Asheville, N. C., has become the national depository or archives of weather records of the U. S. Weather Bureau as well as of the Air Force, the Navy, and other cooperating agencies. Its holdings have increased very rapidly to a present total of 95,000 ft. of records, consisting of more than 200 groups and a microfilm library of more than 60,000 rolls. Two notable accessions in 1959 were the Cleveland Abbe collection from Johns Hopkins University and the Blue Hill Observatory Collection from Harvard University, the latter containing journals and diaries from 1735.

Office of Civil and Defense Mobilization

Two sample statutes on the preservation and management of State and local records have been drafted under legislative research contracts let in connection with OCDM's continuity of government program, one to Columbia University and the other to DePaul University of Chicago. The latter's sample "Records Management Act," providing for State and local records management programs, will be included in the 1960 suggested State legislation program of the Council of State Governments as a result of favorable action by the Committee of State Officials on Suggested State Legislation in September 1959. Printed copies of the act are available upon request from the Council of State Governments, 1313 East 60th St., Chicago 37, Ill., or from OCDM, Battle Creek, Mich. The sample "Preservation of Essential Records Act," drafted for OCDM by the Legislative Drafting Research Fund at Columbia University, assures availability in time of emergency of those records essential to the continuity of government and the protection of the rights and interests of individuals, establishes the basic principles for a records preservation program in State and local governments, and fixes the responsibility for preservation activities in a records preservation officer. The act also would remove legal obstacles to the preservation of essential records (such as prohibitions

against transfer of records from their customary location) and would provide legal recognition of photoduplicated copies. The act is being studied by a special committee of the Council of State Governments and will be considered for inclusion in the suggested State legislation program for 1961. Edward N. Johnson is director of OCDM's records preservation program.

Housing and Home Finance Agency

The workshop method is being used by HHFA to train file personnel in its regional offices, Rose McGrath reports. The result: more uniform procedures and better documentation of diversified housing programs that range from simple loans for college housing to more complex urban renewal programs.

Veterans Administration

The Central Office's centralized filing system, in operation for over 25 years, was replaced on February 1, 1959, by a centrally controlled decentralized system. At the same time the decimal classification system used for Central Office files was replaced by a subject-numeric system. A filmograph on file classification under the new system has been developed for use in beginner and refresher training. ¶The Administration is currently testing several techniques for collecting statistics about records, with the object of providing a more useful statistical barometer of records fluctuations — information essential to planning and control. ¶A recent issue of VA's *Management Notes* stressed the importance of legibility of vital administrative documents and veterans' records, since poor handwriting is a timewaster and a troublemaker, leading to misunderstandings and costly errors. Handwriting experts, authors, publishers, and educational organizations have been invited to submit suggestions and advice for the conduct of this program.

ACADEMIC TRAINING

American University

Continuing a program started in 1945, the American University in the summer of 1959 offered its well-established institutes in the preservation and administration of archives, records management, and genealogical research. They were sponsored by one or more of the following agencies and organizations: the National Archives and Records Service, the Library of Congress, the Maryland Hall of Records, and the American Society of Genealogists. A total of 81 students from all parts of the country and from abroad were enrolled. These institutes will be reoffered during the following periods:

Records Management	May 16-27, 1960
Preservation and Administration of Archives	June 6-July 1, 1960
Genealogical Research	July 11-29, 1960

A folder providing detailed information about these institutes may be obtained

from Ernst Posner, The American University, 1901 F Street, N. W., Washington 6, D. C.

University of Texas

T. R. Schellenberg, Assistant Archivist of the United States, National Archives, will conduct a course in archival management tentatively set for July 18-August 12, 1960, at the Graduate School of Library Science, University of Texas. Further information on plans for this course may be obtained from the University Archivist, Winnie Allen, Box 7767, University Station, Austin, Texas.

Massachusetts Institute of Technology

The winter semester of the fourth presentation of the Institute's "Introduction to Records Management" will begin on February 15, 1960. Classes will be held on Mondays from 7:45 to 9:30 p.m. Harold F. O'Neill, chief of the systems and procedures division of the GSA regional office at Boston, continues as instructor. This State University extension course is available free to veterans of World War I, World War II, and the Korean campaign who reside in Massachusetts; others may enroll at a cost of $15 by applying to the Division of University Extension, Massachusetts Department of Education, 200 Newbury Street, Boston 16. A knowledge of basic principles of records management and some familiarity with records surveying are prerequisite to enrolment.

Radcliffe College

The seventh annual summer institute on historical and archival management will be offered by Radcliffe College, with the cosponsorship of the Department of History of Harvard University, during the period June 27-August 5, 1960. Lester J. Cappon, director of the Institute of Early American History and Culture at Williamsburg, archival consultant of Colonial Williamsburg, and lecturer in history at the College of William and Mary, will direct the course, which is designed for college graduates interested in careers in archival, museum, and historical society work. The course is open also to employees of institutions in these related fields. Students will study archival and historical resources and their relation to the interpretation of history; and they will visit representative manuscript and archival depositories, historical societies, museums, and historic sites and buildings in greater Boston. The staff will consist of 18 or more experts in these fields.

The class will be limited to 16, and will be conducted as a seminar. Those completing the course satisfactorily will receive a certificate signed by President Mary I. Bunting of Radcliffe (who will assume office February 1, 1960) and Dr. Cappon. Two full-tuition scholarships of $200 each are available. Inquiries should be addressed to the Archival Institute, 10 Garden Street, Cambridge 38, Mass.

CONFERENCE ON SCIENCE MANUSCRIPTS

The National Science Foundation has given the organization committee for the Conference on Science Manuscripts a grant to support a conference in the spring of 1960 at which invited scientists, historians, and manuscript custodians will discuss documentation aspects of the history of science and recommend possible future projects concerning science manuscripts. The conference will concern itself also with the techniques of identifying and retrieving information in manuscripts, and with the policies and procedures to be followed by cooperating groups in locating manuscripts and depositing them in suitable institutions. A coordinated national program for this work is envisioned. The conference proceedings are to be printed and distributed. Further information may be obtained from the committee chairman, Nathan Reingold, Library of Congress, Washington 25, D. C.

TECHNICAL NEWS

Haloid Xerox, Inc., Rochester 3, N. Y., has a new device, the Xerox 914 copier, which uses electricity and light, not wet chemicals, and is designed for office copying. The "914" can copy any document up to 9 by 14 inches, including colored material. It can copy single sheets or pages of bound volumes interchangeably, at the rate of six a minute. Copies made on letterhead or ordinary paper are said to be dry, permanent, and clear. Supplies (powdered ink and paper) cost about 1¢ per copy. The monthly rental costs about 4¢ a copy for a 2,000-copy-a-month user. The user who requires 100 or more copies a day will find it more economical to purchase the machine. ¶The Council on Library Resources has placed a contract not to exceed $20,000 with the De Florez Co., Englewood Cliffs, N. J., for the construction of a working model of an automatic book-cradle/page-turner, a device to make it possible to present books, periodicals, etc., to the microfilm camera (or to other copying devices, such as television cameras and telefacsimile scanning devices) in a physical position in which the contents can most effectively be copied, and to turn the pages automatically during the copying process. Vernon D. Tate, Librarian of the U. S. Naval Academy, Annapolis, Md., has received a grant of $3,000 from the council to prosecute an investigation centering about the construction of a working model of a device for producing microfiches. ¶The American Standards Association, 70 East 45th St., New York City, offers for sale at 80¢ a copy the *American Standard Basic Criteria for Indexes*, 1959. ¶The Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., has for sale at 10¢ each *Simplified Practice Recommendation for Boxboard Thicknesses* (1959, 13 p., catalog no. C.41.20:44-59) and *Numbering and Coding of Engineering Drawings, Associated Lists and Documents, Military Standard 31* (Apr. 1, 1959, 4 p., catalog no. D.7.10:31). The former, a publication of the Business and Defense Services Administration of the Department of Commerce, directs attention to basic gauge lists of thicknesses of boxboard, the product from which boxes and folding cartons are manufactured. The latter is pertinent to engineering drawings prepared by or

for the Department of Defense. ¶The Ohio legislature has enacted a measure permitting use of a punchcard ballot. The law provides for automatic examination and tabulation of the punched ballot cards at a central counting station. To ballot, voters would insert cards into an apparatus containing a magnifying lens and a punch for piercing the ballot. ¶Colorado's "Rush to the Rockies" Centennial featured the IBM Ramac in the State Capitol in Denver, July 29-September 4, 1959. It could answer some 1,500 questions about Colorado. This was the first public exhibition of the Ramac in the United States. It was featured in the U. S. Pavilion at the Brussels World's Fair in 1958 and in the United States exhibition at Moscow's Soloniki Park in 1959. The machine has an input unit, a memory file, and processing and informational output units. The memory file consists of 50 magnetic metal disks, which resemble large-size phonograph records and have a capacity of 5,000,000 characters of information when both sides are used. The disks are arranged in a vertical stack and are rotated on a steel shaft at the rate of 1,200 r.p.m. Any unit of information may be written on or retrieved from any record in less than a second. Ramac contains about 2,000 vacuum tubes and weighs about 4½ tons. ¶To combat excessive residual acidity in leather, a 1 — 2% solution of sodium benzoate (a buffer salt) has been tried in India. The solution is used on bound volumes to treat leather before leather preservatives are applied.

STATE AND LOCAL NEWS

Arizona

The University of Arizona (Tucson) has inaugurated the new historical quarterly *Arizona and the West.*

California

Thornton W. Mitchell was program chairman of the Bay Area Chapter of American Records Management Association's records management workshop and conference held in San Francisco, October 21-22, 1959. Emmett J. Leahy spoke on "Records Management Reappraised," Edward N. Johnson on "Continuity of Government, a Challenge for Records Management," and Joseph W. Lucas on "More Profit — Less Paper Through Work Simplification." Round-table discussion groups covered five areas of records management: developing a records retention program, protecting essential records, filing operations, controlling forms and reports, and controlling paperwork procedures. ¶U. C. L. A. gave a two-week course in "Information Storage and Retrieval," September 29-October 9, 1959. ¶The death of Anson Stiles Blake, fellow and former president of the California Historical Society, on August 17, 1959, has been reported. ¶The Henry E. Huntington Library, San Marino, has received additional Jack London material. ¶William E. Eastman, appointed NARS Director for GSA Region 9, assumed his San Francisco post on July 13, 1959. ¶The Committee on Research Projects of

the American Society for Legal History is preparing a guide to needs and opportunities in the field of legal history. The committee is interested in knowing what work is in progress and in suggestions about sources and topics that might profitably be investigated. Information should be sent to Anthony H. Forbes, Department of History, University of California, Los Angeles 24.

Colorado

Dolores C. Renze, State Archivist of Colorado, and Emil Pubols, Chief, Federal Records Center, Denver, represented the Society of American Archivists at the Seventh National Conference sponsored by the U. S. National Commission for UNESCO, held September 29-October 2, 1959, in Denver. ¶The Denver Interagency Records Administration Conference held its first meeting of the 1959-60 season in the Denver Federal Center on September 16, 1959. The State Archives now sends three persons to this conference (Dolores C. Renze, George E. Warren, and Mark Amen). Emil Pubols, Chief, Federal Records Center, Denver, presented an introduction to record disposition workshops. Paul W. Ferguson, management analyst, Records Management Division, Region 8, reported on records management workshops in his region.

Connecticut

Yale University Library has opened to scholars Henry L. Stimson's personal papers, 1933-50. They include a 33-volume personal diary, official documents, correspondence, and memorabilia. ¶The State Records Center at Rocky Hill, a division of the State Library, will be extended by the addition of storage capacity for 12,000 cubic feet of records. The present building, with a capacity of 9,120 cubic feet, was opened in April 1958 and is already filled to 94 percent of its capacity. It is expected that the new addition will be in use before June 1, 1960. The General Assembly, in its 1959 session, allocated $70,000 for this project.

Delaware

Walter David Lewis has been appointed coordinator of the fellowship program of the Eleutherian Mills-Hagley Foundation in Wilmington. He replaces Peter C. Welsh, who has resigned to accept a position with the Smithsonian Institution.

District of Columbia

Schedules of the 1860, 1870, and 1880 U. S. censuses in the National Archives were used by newsman Lowell K. Bridwell as the basis for an article in the Washington *Daily News*, September 3, 1959, which questioned whether, because of his age, Walter G. Williams of Houston, Texas, could have been a Civil War veteran. ¶The Interagency Records Administration Conference held its first meeting of the current season in the National Archives, October 16, 1959. William J. Reilly, Jr., Office of Records Management, NARS,

spoke on "Office Equipment and Supplies, Not Gadgets." ¶The thirteenth annual meeting of the National Trust for Historic Preservation was held in Washington, October 8-10, 1959. About 500 members and delegates of member organizations attended. Besides visits to places not ordinarily open to the public there were business meetings and professional programs on such topics as "Historic Preservation in City Planning and Urban Renewal," "Stable Values in a Changing World," "Dividends From the Law" (tax abatements allowed preservation groups), and "Telling Your Story" (public relations). ¶The Crinoline Brigade, organized in Washington, D. C., April 18, 1959, is the first unit of a nationwide network of women's luncheon clubs being organized primarily for the purpose of assisting local authorities in commemorating local participation in historical events, such as the Civil War, and to honor individuals who are making contributions to the general theme of "what life was like 100 years ago" through publications, teaching, historical research, and community services. The Washington unit has held two meetings. On June 20, 1959, Elizabeth H. Buck of the National Archives led a discussion, based on the census of 1860, on social and family life in the United States just before the Civil War. On October 17, Josephine Cobb, archivist in charge of the Still Picture Branch, National Archives, gave a talk on "Crinoline Costumes," illustrated with Godey fashionplates and daguerreotypes. A directory of the Crinoline Brigade is being compiled. Anyone interested in organizing a local club may obtain information by writing to the founder, Mrs. Dallas D. Irvine, 2029 Waterside Dr., N. W., Washington 9, D. C.

Georgia

The fall meeting of the Southeastern Interagency Records Administration Conference was held in the Life Insurance Co. of Georgia Auditorium in Atlanta on November 10. A panel session followed an address by Emmett J. Leahy on "The Executive View of Paperwork." Mr. Leahy, whose address in San Francisco in October is noted under "California," is president of Leahy & Co., management consultants, New York City. The Atlanta meeting was sponsored by NARS Region 4.

Idaho

H. J. Swinney, director, in the 1958-59 *Report* of the Idaho Historical Society, writes that although the legislature designated the society in 1947 as the official archives of the State, no appropriations for the work have been made. During 1957-59 the society received records of the State Treasurer's Office, 1863-1928, some early Territorial Militia records from the Office of the Adjutant General, and most of the records of the construction of the State Capitol. Other useful records in the State archives are those of mining districts, particularly the claim books from Yellow Pine. In the summer of 1958 an extensive investigation of the records management and archival problems was made, but no program has been undertaken. In the meantime, any proposed disposal of State records is worked out with the State Board of Exam-

iners, which in turn informs the society. ¶The society has received the papers of the late Sen. William E. Borah for the years 1890-1907, when he was in Boise; papers of Maj. George Shearer, of the Mount Idaho Militia during the Nez Percé and Sheepeaters Wars, including two eyewitness accounts of military actions; papers of I. B. Cowen, early probate judge of Pierce; papers of R. Z. Johnson, second Territorial Attorney General; papers of John T. Morgan, Territorial Chief Justice; and records of Falk's Store and other Falk enterprises. Typescripts of the Shearer papers have been given to the Archives Committee of the University of Idaho. ¶The microfilm program of the Historical Society was undertaken in the fall of 1957 with the publication on 16-mm. microfilm of a 30,000-entry index to the Territorial newspapers of Idaho, compiled by Merle Wells at the College of Idaho in 1944-46.

Illinois

The University of Illinois has received two unpublished letters of Abraham Lincoln, August 9, 1858, and August 19, 1859. Both were written from Springfield to Daniel Arnold Cheever at Tremont, Ill. The earlier letter tells of plans for the Lincoln-Douglas debates. The library has purchased the "Freedom of Expression" collection of the late Ewing C. Baskette of Springfield. This important collection consists of printed books, pamphlets, periodicals, newspapers, and manuscripts, dating from the sixteenth century to the present. ¶The State Historical Library is searching for "papers, documents, records, pictures and anything else related to the farmers and the farm organizations of the State." The materials needed include membership rolls, minutes of meetings, treasurers' reports, letters, pictures, business records, and even farm-implement catalogs. ¶Robertson Hall at Blackburn College, Carlinville, was destroyed by fire, says a dispatch printed in the *New York Times* (Nov. 11, 1959). "The brick building housed the biology, art and music departments, a library annex and the college archives."

Indiana

Eleanor Cammack in her annual report of the Archives of DePauw University and Indiana Methodism, reports that the archives were moved to the ground floor of the Roy O. West Library in February 1959. The installation has office, search-room, and stack space, and is open the year round.

Kansas

The Archives and Library of the United States Army Command and General Staff College, Fort Leavenworth, is the subject of an informative article entitled "Arsenal of Knowledge" in the *Military Review* (Oct. 1959). Ava D. Headley is Chief Archivist and Capt. Edwin A. Dayton is Library Officer. ¶Prof. Donald McCoy, University of Kansas, has instituted a course in archival and manuscript management. ¶The State Historical Society has microfilmed 57 letters from William Allen White to Dan Casement, 1927-43,

and 13 letters of Frederick Funston, 1892-1908. The Kansas Industrial Development Commission recently gave the society an excellent collection of aircraft industry photographs. Other gifts of pictures have been received from Lawrence, Hays, Abilene, Topeka, and Kansas City.

Louisiana

The Department of Archives and Manuscripts of the Louisiana State University, whose collection of about 2,000,000 manuscripts and archival documents is one of the largest in the South, is now housed on the second floor of the new library dedicated on October 23, 1959, as the initial event of the year-long observance of the university's centennial. Archivist V. L. Bedsole drew heavily upon the collection of university archives in editing *Louisiana State University; a Pictorial Record of the First Hundred Years*, published by the L. S. U. Press in October 1959. ¶John C. L. Andreassen has been appointed chairman of the Louisiana State Library Association's Committee on State Planning. Mr. Andreassen is also secretary-treasurer of the Louisiana Historical Association, a member of the editorial board of this journal, and Director of the State Archives and Records Commission. The office and some work areas of the commission were transferred on July 20-21, 1959, from the subbasement of the State Capitol to quarters on the ground floor of the old Peabody Hall, 3rd St., Baton Rouge. The mailing address is P. O. Box 4222, Capitol Station, Baton Rouge. Dr. Andreassen's *Guide to the Microfilmed Records of the Department of Justice (Louisiana)*, completed in October 1958, was made available late in July 1959. ¶On August 1, 1959, Kenneth Trist Urquhart became the first executive secretary of the Louisiana Historical Association and director of the Confederate Museum. ¶The new *Louisiana Historical Review* is sponsored by Louisiana State University; its first issue will be that of Winter 1960.

Maryland

The Records Management Division of the Hall of Records now has two records centers in full operation, in Annapolis and in Baltimore. Both are in new State office buildings, in basement areas especially designed and equipped for the purpose with tiled floors, painted concrete walls and ceilings, steel shelving, and air-conditioning. The Annapolis center contains 4,560 sq. ft. of storage space and 1,140 sq. ft. of work space; the Baltimore center, 6,250 sq. ft. of storage space and 850 sq. ft. of work space. Shelving now in place will accommodate about 19,000 cu. ft. of records. Space for more shelving is available at the Baltimore center. Approximately 4,500 cu. ft. of records are now stored in the two centers, and it is estimated that space will be adequate for the next 20 years. ¶Publications available include *Bulletin* 11, a descriptive "list of the index holdings" at the Hall of Records, released in September 1959. Copies are available at 5¢ each. The *Maryland Manual*, 1959-60, being compiled by the staff of the Hall of Records, should be in print by January 1, 1960. Distribution is handled by the Office of the Secretary of State,

to which requests for copies should be sent. The Hall of Records Commission *Publication* no. 12, *The County Courthouses and Records of Maryland*, is being issued in two parts. The first part, on the courthouses, was to appear in December 1959. It is well illustrated and will sell for $5. The second part, on the records, will appear late in 1960. ¶Historic Annapolis, Inc., has begun an index of the *Maryland Gazette* for the years before the American Revolution, particularly with regard to houses and commercial establishments as an aid in the restoration of the Annapolis waterfront. ¶The Maryland Historical Society has received letters, documents, manuscript books, and scrapbooks, 1811-79, to be added to the Patterson-Bonaparte papers; 1,664 colored slides of historical houses and sites in the State; 44 volumes relating to genealogical source materials and family histories of Virginia; and 7 volumes (60,000 names, indexed) of Washington County, Md., cemetery records.

Massachusetts

Richard Dunstan Higgins, Archivist of the Commonwealth, reports that Secretary of State Joseph D. Ward has been designated chairman of a special commission to place in the new archives and records building a memorial to the late Secretary of State Edward J. Cronin. Other members of the commission are Archivist Higgins, State Sen. Harold W. Canavan, State Rep. Meyer Pressman, and Benjamin Schwalb. A report on the findings of this commission will be made to the Massachusetts legislature this month. The commission has asked the noted sculptor Emilius Ciampa to execute a rough drawing of a plan for a memorial honoring the late Mr. Cronin, who spent much of his ten years in office pleading the cause of a new archives building. The building is due to open in the spring of 1960. Members of the Society of American Archivists will have an opportunity to view the million-dollar edifice when they convene in Boston, October 4-7, 1960, for their twenty-third annual meeting. Archivist Higgins is chairman of the Committee on Local Arrangements. ¶The records management training course offered in October 1959 by Harold F. O'Neil of GSA's Regional Office, Boston, had an enrollment of 106.

Michigan

Miriam L. Lesley administers the Archives of Modern Art, Detroit, established in 1954 by E. P. Richardson, director of the Detroit Institute of Arts. Documents are sought dealing with painters, graphic artists, sculptors, ceramists, glassmakers, metal workers, or wood carvers. Reports by Mrs. Lesley appear regularly in *Art Quarterly*.

Minnesota

The *Minnesota History News*, the first issue of which appeared in August 1959, is edited by Robert C. Wheeler. To be issued by the Historical Society six times a year, it will carry "news about exhibits, special programs, tours, projects, books, museum and historical society techniques, recently acquired items, and exciting discoveries."

Mississippi

Plans for the permanent exhibits in the State Historical Museum, Old Capitol, and the 1960-62 biennium budget request, as presented by Charlotte Capers, were accepted on August 14, 1959, by the board of trustees of the Department of Archives and History. ¶During the summer of 1959 the Mississippi Historic Foundation of Vicksburg was organized. Mrs. Eva W. Davis is its president.

Missouri

Prof. Rudolph Yeager, Central Missouri State College, Warrensburg, is offering a graduate course on the Truman papers. The class, limited to ten members, spends Saturday morning at the Harry S. Truman Library. ¶St. Louis is becoming the Lutheran research center in the United States. The Concordia Historical Institute, 801 DeMun Ave., St. Louis 5, established in 1927, has a collection of approximately 125,000 manuscripts and about 35,000 books and pamphlets relating to Lutheranism. Since 1956 the Lutheran Layman's League has supplied the institute with funds for an extensive microfilming program. Concordia Seminary plans to build a new library building nearby. The collection of the newly created Foundation for Reformation Research will be housed in the same area and will be a third source for the historians of Lutheranism. ¶Floyd C. Shoemaker, secretary of the State Historical Society, Columbia, who has been with the society since 1910 and has served as its secretary-librarian since 1915, will retire on May 5, 1960. Dr. Shoemaker will continue as chairman of the State Civil War Centennial Commission. E. L. Dale, editor and publisher of the Carthage *Evening Press*, was elected president of the society at the annual meeting on September 25, 1959.

New Jersey

The library of Morristown National Historical Park, sponsored by the National Park Service, has letters of Washington, Hamilton, Jefferson, Adams, Madison, and other leaders of their generation among its manuscript holdings. Also there are orderly books and journals of British, French, Hessian, and American soldiers of the Revolutionary War, the manuscript of Thomas Hutchinson's *History of Massachusetts Bay*, and journals written during the French and Indian War. The 17,000 printed items have been classified and shelved, and most of the manuscript collections have been inventoried and indexed. Inquiries should be directed to Francis S. Ronald, Morristown National Historical Park, Morristown.

New Mexico

In November 1959 the Historical Society of New Mexico celebrated its hundredth anniversary at Santa Fe. New officers installed were: president, Calvin Horn of Albuquerque; vice president, Robert Utley of Santa Fe, his-

torian for the National Park Service; recording secretary, William Wallace of Las Vegas, archivist of New Mexico Highlands University; corresponding secretary, Bruce Ellis of Santa Fe, Museum of New Mexico; and treasurer, Tom Catron III of Santa Fe. ¶The society passed a resolution urging the State Records Commission to "follow the spirit as well as the letter of the law in appointing a competent, experienced person, professionally trained as an archivist and records manager to be state records administrator." The commission was to meet on November 17 to consider an appointment to the $10,000 post. ¶Irregularities in the title to a building that the State had expected to purchase for a records center have led to the prospect of storing some State records in the old State penitentiary. It was hoped to remove records of the Insurance Commission and the Revenue Bureau from the basement and hallways of the State Capitol, where they were said to constitute a fire hazard.

New York

Columbia University has recently published a descriptive list of the manuscript collections in its libraries. ¶The Buffalo Historical Society has received a grant of $3,840 from the Western New York Foundation to launch a series of small books on western New York history for use in grades 6-8 in the public schools. Plans call for 12 titles to be published in 1959-60, ranging in subject matter from prehistoric Indians to the metropolitan area of Buffalo. An academic expert will be engaged to assemble the facts. Competent editors, experienced in children's literature, will prepare the final texts. ¶Representatives of the American Association of Museums, the Society of American Archivists, the National Trust for Historic Preservation, the Historic Sites Public Officials, and the American Association for State and Local History met in Cooperstown, September 18-20, 1959, to explore areas of common interest and discuss mutual problems. ¶The *New York Times* reports that Leslie C. Stratton, director of the Theodore Roosevelt Association, has announced the formation of a unique library devoted to works by and about Presidents of the United States. The library, expected to be ready for use in January or February 1960, will be housed in the Theodore Roosevelt House, 28 East Twentieth St., New York City, open daily except Monday. The project was undertaken in April 1959 "to establish source material for scholars, editors, publishers, writers, researchers, students and others who help to make American heritage living and dynamic." The collection will be broad in scope and "provide detailed and non-partisan source material" about all Presidents and the times in which they lived. Books, papers, and other items have been contributed to the collection by President Eisenhower and former Presidents Truman and Hoover, 52 publishers, 8 State governors, and 500 other individuals.

North Carolina

The Department of Archives and History, Raleigh, now has four divisions: Archives and Manuscripts, Historic Sites, Museums, and Publications. The

Division of Archives and Manuscripts, under H. G. Jones, State Archivist, includes sections for archives administration, county records, and State records. The Archives Administration Section is microfilming all North Carolina newspapers through the Civil War period. The County Records Section is responsible for records management in the 100 counties. Records will be repaired, arranged, inventoried, and scheduled, and when inactive will be transferred to the State Archives. Records of permanent value will be microfilmed for security. The State Records Section is converting its records center from filing cabinets to shelving and corrugated boxes to provide space for more records. ¶The Dolly Madison Memorial Association has purchased a large number of items relating to Dolly Madison found a few months ago in Pennsylvania. Included are many manuscripts bearing the signatures of James Madison and other important men of the period. They are available in the Greensboro Historical Museum, Guilford County. ¶The Tryon Palace Restoration at New Bern is administered by the Tryon Palace Commission, a State agency affiliated with the Department of Archives and History. Through an annual appropriation the State assists with the costs of maintenance and operation. ¶The Department of Archives and History, in furtherance of its "living history" program and with a grant for the purpose from the Allstate Insurance Co., has recorded on tape interviews with some of the oldest citizens of the State. In August sets of the recordings, on 13 rolls of tape, were presented to the State of North Carolina, the State University, Duke University, and the Library of Congress.

Ohio

The 103d General Assembly, by enacting amended substitute House Bill 737, has revised Ohio's archival system, effective October 20, 1959. The act designates the Ohio Historical Society, Columbus, as the Archives Administration for the State and its political subdivisions. It makes the director of the society a member of the State Records Commission, the body that reviews the disposition of all State records, and makes the society's Archivist the commission's secretary. The law requires a trained archivist as head of the Archives Administration, to be responsible for the evaluation, preservation, arrangement, servicing, and repair of the records that come into its possession. The Archives Administration may transfer records to libraries and county historical societies and is authorized to preserve records and documents received from private sources. ¶Benjamin H. Pershing has been appointed archivist of Wittenberg University, Springfield. A member of the Wittenberg faculty since 1926, he has headed the history department and served as dean of men for 19 years. ¶William E. Bigglestone, formerly of the National Archives, has been appointed archivist at the Firestone Tire and Rubber Co., in Akron. ¶Harlow M. Lindley died in Columbus, August 20, 1959, at the age of 84. An authority on midwestern Americana, Dr. Lindley was for 12 years secretary, editor, and librarian of the Ohio State Archaeological and Historical Society. ¶*Ohio Town Names* is a handy new reference work giving the origin of the names of over 1,200 Ohio cities, towns, and villages. Names of early settlers, founders, and surveyors who played a major role in establishing

the communities are included. William D. Overman, the author, has served as treasurer and president of the Society of American Archivists. The book is available from the Atlantic Press, 1902 Manchester Rd., Akron 14, Ohio, at $3 (paper) and $4 (cloth). ¶An international conference for standards on a common language for machine searching and translation was held in Cleveland, September 6-12, 1959, sponsored by Western Reserve University and the Rand Development Corp. Representatives from ten countries participated. Another conference will be held late in 1960 or in 1961. Brian Vickery of Imperial Chemical Industries, Ltd., Great Britain, and Allen Kent of the Center for Documentation and Communication Research, Western Reserve University, were named general chairman and secretary respectively. Areas of interest are research, nomenclature, exchange of materials and information, and exchange of personnel.

Oregon

"On the Use of Archives by Historians," by David C. Duniway, State Archivist and a member of the editorial board of the *American Archivist*, appeared in the August 1959 *Pacific Historical Review*. ¶The State Department of Finance and Administration has recently inaugurated a records management program. As a first phase, records officers were appointed in most State agencies at the request of the Governor. They have liaison on records problems with the State Archivist in the State Library and with the Department of Finance and Administration, which has issued the first part of a manual outlining the process by which records are authorized for destruction. The heads of State departments were briefed on the program at a general meeting called by Gov. Mark Hatfield, at which Paul Kohl of the Federal Records Center at Seattle was keynote speaker. Four training sessions were held by the Department of Finance and Administration — one with budget examiners, one with records officers in Salem, one with records officers in Portland, and one with records officers of the institutions of higher education. Elmer G. Baldwin, head of the General Government Section of the department, directed all the meetings. Others from the department taking part in the presentation were David Williams, Rodney Land, and Donald Laws, management analysts. David Duniway, State Archivist, and Richard Dolph of his staff represented the archival part of the program. ¶The State Archives has recently acquired 10,000 cubic feet of additional storage space in the State Capitol. Records formerly stored in five areas in three different buildings have been consolidated and rearranged. At the same time, as part of the records management program, the State Archivist has accepted more active recent records of potentially permanent value from various custodial institutions of the State, and he expects to centralize inactive personnel files of all State agencies. The office of the Archivist and the public reading room remain in the State library. The most important recent accession received by the State Archives is a group of miscellaneous records of the Indian wars, 1847-79, from the Office of the Adjutant General. ¶As part of the observance of the Oregon State Centennial, the State Historical Society published in the June 1959 issue of the

Oregon Historical Quarterly documents of the Provisional Government of Oregon Territory, which record the beginnings of the first American government organized on the Pacific Coast, 1841-43. Edited as "The Oregon Archives," the texts of many documents have been reconstructed and made generally available to students for the first time. The editorial work was done by David Duniway and Neil Riggs, his assistant. ¶ Martin Schmitt, curator of special collections at the University of Oregon, has received the corporation books of the Loyal Legion of Loggers and Lumbermen.

Pennsylvania

A one-day session on "Plain Letters" was conducted at Harrisburg by Larry Carnevale and George Arnstein of the New York Regional Office of the General Services Administration. Almost all State government agencies were represented by the 35 persons in attendance. ¶ At a regular meeting of the Management Methods Council, held at the Federal Records Center, Mechanicsburg, William Port, Director, conducted a tour of the facilities. ¶ A projected six-months plan to weed large groups of inactive records in one division of the State Department of Labor and Industry was initiated in July 1959, using temporary clerical personnel under the guidance of an experienced supervisor. The plan will be extended to other units in the department. ¶ A recently issued *Preliminary Guide to the Research Materials of the Pennsylvania Historical and Museum Commission* (58 p.) lists holdings of the Division of Public Records, the Research and Publications Division, the Drake Museum, and Old Economy.

Puerto Rico

Luis M. Rodríguez Morales, Administrator of Records of the executive branch of the Puerto Rican Government, reports that the Legislative Assembly of the Commonwealth has authorized the purchase of a historic structure, built by the city of San Juan in 1876, to be the permanent home of the General Archives. Victor Gondos, National Archives, advised the architect, José Firpi, on the conversion of the building. Wayne C. Grover, Archivist of the United States, will inspect the installation before authorizing the transfer to it of valuable Puerto Rican material now in the National Archives. ¶ A records program, put into effect during the last fiscal year, accessioned approximately 1,600 ft. of documents and authorized the destruction of 18,468 ft.

South Carolina

The special program at Columbia marking the publication of the first volume of the papers of John C. Calhoun is reported under the National Historical Publications Commission.

Tennessee

Under the provision of a reorganization act passed in 1959, the State Library and Archives has been made part of the new Division of Public Libraries of the State Department of Education. Also in this division are the Tennessee

Historical Commission and the Office of State Historian. William T. Alderson was named Assistant State Librarian and Archivist, effective July 1, 1959. He will continue as executive secretary of the Tennessee Historical Commission and editor of the *Tennessee Historical Quarterly*. ¶Belden Menkus reports the availability of a filing manual and a paper, *Evaluation of Record Materials to Determine Their Ultimate Disposal*, recently published by the Sunday School Board of the Southern Baptist Convention, 127 Ninth Ave. North, Nashville 3.

Texas

An Archives Division of the Texas Library Association has been organized by Winnie Allen, to take care of the needs of the "librarian-archivists." Abby Moran, Fort Worth Public Library, is editor of its publication, the *Librarian-Archivist*, and chairman of the division. ¶*A Preliminary Guide to the Archives of Texas* by Seymour V. Connor and *Texas Indian Papers, 1825-1843*, a compilation of 219 documents, have been published by the Archives Division of the Texas State Library, Camp Hubbard, Austin 3; these sell respectively for $3.50 and $5.25, payable in advance as required by State law. The latter title was published to stop the wear and tear on the original materials; it includes maps, illustrations, and an index. ¶C. George Younkin, an archivist in the Federal Records Center at Fort Worth, spoke on "Indian Records" at the August 31, 1959, meeting of the Fort Worth Genealogical Society in the auditorium of the public library. ¶William Henry Bewie, archivist, historian, and representative of the Texas District for the Concordia Historical Institute, died on July 29, 1958. He was the author of *Missouri in Texas*, a history of the Lutheran Church in Texas. ¶*The Journal of Southern History* is now sponsored by the Rice Institute, Houston, and edited by W. H. Masterson. This journal was formerly sponsored by the University of Kentucky.

Vermont

Richard G. Wood, director of the Historical Society and chairman of the State's Civil War Centennial Committee, has announced the appointment of Warren R. Austin, Jr., as a member of this committee. Dr. Wood is a member of the editorial board of the *American Archivist*. The new president of the Historical Society is John P. Clement of Rutland, who was the first Vermont State Supervisor of the Historical Records Survey. ¶The Historical Sites Commission requests donations of agricultural implements and tools used by farmers before 1900, for the Farmer's Museum planned at Plymouth. ¶A Calvin Coolidge memorial library at Plymouth, where Coolidge took his oath of office as President, has been proposed to house papers and personal effects now scattered among four libraries. The Vermont Historic Sites Commission is investigating the type and size of building needed. Gov. Robert T. Stafford has asked State Rep. Joseph W. Moore to make a formal proposal at the next regular session of the General Assembly in 1961.

Virginia

On September 25, 1959, Gen. Omar Bradley became president of the George C. Marshall Research Foundation, a center at the Virginia Military Institute, Lexington, devoted to collecting and preserving papers and mementos of the military leader and Nobel Peace Prize winner, who died on October 16, 1959. General Bradley succeeds John C. Hagan, Jr., Richmond investment banker, who becomes chairman of the board. Mr. Hagan has headed the foundation since its organization in 1953. Three new directors are Lt. Gen. Milton G. Baker, superintendent of the Valley Forge Military Academy and former chairman of the Defense Department's Reserve Forces Policy Board; Carter Lane Burgess, president of the American Machine and Foundry Co. and a former Assistant Secretary of Defense; and Fred Carrington Cole, president of Washington and Lee University. ¶The manuscript division of the University of Virginia Library has received a number of manuscript items, 1448-1955, and, by loan from Princeton University Library for an exhibition, manuscripts and typescripts of William Faulkner's novels, short stories, and poems, ca. 1919-56. ¶At an auction at Thieves Market in Arlington last fall, Louis Robert of Alexandria bought for $20 what he believes is the long-lost first draft (by Col. Charles Marshall) of Gen. Robert E. Lee's farewell address (General Order no. 9) to his troops after the surrender at Appomattox.

Washington

Richard C. Berner, curator of manuscripts at the University of Washington, Seattle, reports receiving new manuscript groups documenting both Democratic and Republican party politics in the State during the first half of the twentieth century; coastal and geodetic surveys of the Northern Pacific area, 1871-1920; frontier and academic life; and the lumber business. ¶Seattle's Museum of History and Industry has a new maritime wing named for two still-living pioneers in Puget Sound's industrial and maritime development, Joshua Green, shipmaster and banker, and Dwight Merrill, lumberman and industrialist.

West Virginia

Charles Shetler has prepared a *Guide to Manuscripts and Archives in the West Virginia Collection* (West Virginia Library, Morgantown, 1958), in which over 700 collections of records are listed. The guide will be reviewed in an early issue of this journal.

Wisconsin

The Rockefeller Foundation has recently granted the State Historical Society funds to sponsor a conference to consider the possibilities of research in mass communications history and to determine the areas in which such research can and should be conducted. The society's Mass Communications History Center was founded in 1955. Two grants from the Ford Foundation's Fund for the Advancement of Education have made it possible for the society to survey resources available in the State for a pilot study of the history of

education in Wisconsin and its role in American life. The progress report of Richard A. Erney, in charge of the project, covers the first year's work. He expects in the second year to extend research to the local level and into private and parochial schools.

New acquisitions of the State Historical Society include letters and personal papers of William Dempster Hoard, 1836-1918, sixteenth Governor of the State, and more collections dealing with the Civil War period. ¶The *Harvester World* for July 1959 has a picture story, "Paper Harvest," on the McCormick collection at the society. ¶The society has inaugurated a new book publication series entitled *State Street Books*, a paper-back series printed on quality paper and selling for about $4 a volume. The series will be devoted exclusively to local and regional history and will include original studies and reprints of enduring worth. ¶The new Circus World Museum, operated by the society, was opened on July 1, 1959, in Baraboo, birthplace of the Ringling Brothers Circus and the Gollmer Circus and at one time winter quarters for the former. ¶The Historymobile featured a "Meet Mr. Lincoln" exhibit at the State fair. Industrial organizations, private individuals, and the State's A.F.L.-C.I.O. have contributed to a fund for the purchase of Lincoln letters and other historical documents. ¶Litta Bascom retired from the staff of the society on July 1, 1959, after 34 years as a cataloger of documents.

Wyoming

The proposed reorganization of archival and historical activities in the State, noted in our July 1959 issue, p. 328, has taken place. The Archives and Historical Department, under the direction of Lola Homsher, now has three divisions: Historical, Archives and Records, and Museum. Dorothy K. Taylor, administrator of the former Centralized Microfilm Department, is now chief of the Archives and Records Division, of which the microfilm activities have become a part. Louis C. Steege is chief of the Museum Division.

FOREIGN NEWS

Indian Ocean Conference

A. Toussaint, Chief Archivist of Mauritius, made a formal proposal in 1956 to the International Archives Council for a regional conference of archivists and historians of the Indian Ocean countries similar to those already held in Scandinavia and in Latin America. In November 1958 the International Archives Council warmly recommended this conference and the first consultative meeting, organized by the Académie Malgache, was held in Madagascar in April 1959. Renard Paulian, secretary general of the Pan Indian Ocean Science Association and permanent secretary of the Académie Malgache, has a keen interest in the project. During a short visit to Mauritius he worked out the final details of the proposed meeting with Dr. Toussaint.

Canada

The Archives Section of the Provincial Library of Manitoba at Winnipeg is developing a list of all political papers held in archival agencies in Canada, "a kind of union catalog," Provincial Archivist Hartwell Bowsfield reports, "which we hope will eventually be expanded to include other material."

Germany

Wilhelm Winkler, Director General of the Archives of Bavaria since 1948, died on October 5, 1958. Dr. Winkler had served as a member of the executive committee of the International Council on Archives since 1956. Georg Winter, Director of the Archives of the Federal Republic of Germany at Koblenz, has been nominated to succeed Dr. Winkler on the executive committee. ¶The Frankfurter *Allgemeine Zeitung* (FAZ), July 8, 1959, carries a report dated July 7, from the Berlin office of the FAZ, that about 100 tons of archival material removed by Soviet officers between 1945 and 1947 from the archives of the Zone have recently been received in East Berlin. The report indicates that the administration of the Deutsche Zentralarchiv at Potsdam regards this attitude of the Soviet Government as ominous. It is feared that a similar application of Art. 42 of the Soviet draft of a Peace Treaty of January 10, 1959, will require a large part of the Preussische Geheime Staatsarchiv to be ceded to Poland. Such a cession would include a file recording in detail the ownership of all real estate in the whole of East Prussia. ¶The Institut für den Wissenschaftlichen Film in Göttingen (Bunsenstrasse 10), a nonprofit organization of the *Länder* of the Federal Republic of Germany, is devoted to the scientific study of films. It has started to edit historical "film documents" and make them available for use in historical research and teaching. The approximately 45 "film documents" made available relate to the years 1895-1914, World War I, the Weimar Republic, National Socialism, technological history since 1900, and the history of the newsreel. An annotated list of the films published before January 1959 may be obtained on request.

United Kingdom

The new Somerset Records Office was officially opened on June 20, 1959, according to a *Report* (Sept. 16, 1959) of A. W. Vivian-Neal, chairman of the County Records Committee. ¶E. H. Sargeant, Worcester County Archivist, Shirehall, Worcester, in his *Report* (Apr. 4, 1956), refers to his lectures to university students to encourage their use of records in research. He points, however, to the tendency of researchers to go direct to primary source material before exploring secondary sources, and he mentions that the Society of Archivists is considering the best method of meeting the problem — probably with the cooperation of educational authorities. (A similar problem in the United States is reported by Howard B. Gotlieb in his paper, "The Undergraduate and Historical Manuscripts," published in this issue of the *American Archivist*.)